Student Handbook 1987-88

Queens College

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QUEENS COLLEGE HANDBOOK 1987-88

The student handbook is published annually to provide students with information on activities, policies, procedures and regulations of Queens College. This handbook is prepared and edited by the Office of Student Affairs.

Dear Students,

Welcome to the 1987-88 academic year at Queens College! This handbook is a guide to many areas which constitute student life at Queens. Also, in this booklet is a calendar which lists events and important dates for the entire year. Please thumb through these pages and become familiar with the contents therein.

In addition, I suggest that everyone read the Student Government Association Constitution and By-Laws. It is important to read these guidelines because knowledge about why the SGA exists and how it works eliminates confusion over many campus activities. Finally, please pay special attention to the Honor Code. It plays a vital role in life at Queens and, therefore, should be understood by all.

I look forward to an exciting year academically, socially and spiritually. I welcome your input on all matters and look forward to your ideas, concerns and comments.

Sincerely,

Stephanie L. Lawhorne
President
Student Government Association

The Honor Code

The Honor Pledge

As a member of the Queens College community, I do hereby resolve to uphold the honor code of the College and endeavor to create a spirit of integrity and honor for its own sake.

I pledge truthfulness at all times, respect for the property of others, and absolute honesty in the performance of all academic work.

Realizing that the honor code places upon me demands as well as privileges, I resolve to report any student—including myself—who may violate any of the principles of the honor code.

I understand the honor code and realize that a plea of ignorance will not be accepted by the college community.

What does it mean to live under the Honor Code?

The Honor Code of Queens College applies to all phases of life at the college and is binding on all members of the college community. A student living by the principles of the Honor Code acts with honesty and integrity in all academic, social, and personal mat-

ters. The effectiveness of the Honor Code results in the maintenance of a sense of community and an atmosphere of mutual trust among students, faculty, and administration. This feeling of trust enhances the educational process of campus life. It also confers priviliges including:

— the taking of some tests without a proctor,
— the possibility of take-home tests,
— the unmonitored use of all library facilities in accordance with the established regulations,
— the use of community facilities and the expectations that all private property will be respected, and
— the self-reporting of outside readings, movie, and lecture assignments.

While a viable Honor Code confers certain privileges, these depend upon the acceptance onthe part of every student certain responsibilities.

What are my responsibilities while living under the Honor Code?

An effective Honor Code depends upon each and every student upholding its principles and demands accountability on the part of each student for her own actions and for those of her peers.

What if I have violated the Honor Code?

A student who has violated the Honor Code reports herself in writing to any member of the Honor Council with 24 hours of the violation. All reports to the Honor Council and any subsequent proceedings are strictly confidential.

What if I think someone else has violated the Honor Code?

When you suspect another student of a violation, you confront that student and ask for an explanation of the behavior or action in question; this allows you and the other student a chance to clarify facts or possible misunderstandings. If satisfied by the response that no violation has occurred, the subject is dropped. If the student admits to the violation or if you still question the incident, you ask the student to report herself to a member of the Honor Council within 24 hours. After 24 hours, you check with a Honor Council member to see if the student in question has spoken with the Council. If the student refuses or fails to report herself, it is your duty to report the student and suspected offense to a Honor Council member.

In maintaining a genuinely workable honor system, the acceptance of this responsibility is vital. This responsibility for the actions of one's peers as well as for one's own helps the individual become aware of her responsibilities and develop the capacities for meeting them.

All reports of alleged violations and any subsequent proceedings are strictly confidential. If you report another student to the Honor Council you are on your honor not to discuss the situation with anyone other than a member of the Council.

How "sure" should I be before I confront or report someone?

It is your duty to confront any student you suspect of violating the Honor Code as well as to report any suspected offense to a Honor Council member if the student her-

self does not. A report you make to the Council does not commit you to a belief in the student's guilt; your questioning of the incident only indicates your concern for the welfare of the student as well as for that of the rest of the college community. It is the responsibility of the Honor Council to determine the guilt or innocence of the student.

Fulfilling these duties is a preventive measure. It can stop a student from unthinkingly committing an honor violation, can prevent more serious violations or a pattern of detrimental behavior from occurring, can clear false impressions, and can help to prevent unfounded suspicions — it is a sincere effort to help all students benefit as fully as possible from their college experience.

What power does the Honor Council have?

The Honor Council has the power to investigate and determine alleged violations of the Honor Code.

In case an Honor Code violation is establlished, the Honor Council will determine the discipline which it considers most beneficial to the student and the college community. If the student is dissatisfied with the decision rendered, she may appeal to the Appeals Board.

In Conclusion

Each member of the Queens community has pledged to uphold the honor system. The preceding information is a brief overview of the judicial process at Queens. Please read the Honor Council Constitution for an in-depth description of this process. In addition, please read carefully this entire handbook, as the Honor Code pertains to and the Honor Council has jurisdiction over its contents. Especially note the sections on plagiarism, college policies, and residence life. It is the wish of the Honor Council that you will come to appreciate the respect and trust that permeates a community which takes seriously its commitment to an Honor Code.

Judicial Process

The overall standard of behavior at Queens College is expressed through the Honor Code which is signed by all students prior to their matriculation. Acceptance of the Honor Code obligates a student to follow all policies outlined in this handbook and other college publications as well as the laws of the state and federal governments.

Violations of college standards are divided into two broad categories: residence hall and major honor violations. This division does not imply that the Honor Code is not applicable in social as well as academic settings, but it does recognize that many residence hall violations can be handled in a more expedient manner.

The Student Government Association has vested the Honor Council and the Dormitory Council with the responsibility of educating students about the honor system and enforcing campus policies. Full explanation of the powers and responsibilities of these Councils may be found in Articles IX, X, XI, XII, and XIII of the Student Government Association Constitution which is printed in the Appendix to this Handbook.

Preparing a Research Paper

Because students will be called upon to prepare research papers for many of the courses at Queens, the following guidelines are provided to assist in the proper use of documentation:

There are two reasons for the student's documenting her paper. The clearest use for documentation is honesty; the student must avoid plagiarizing another person. Plagiarism is the stealing of the words or ideas of someone else, whether written or not. Proper acknowledgement, whether the ideas or key words come from television shows, lectures, classroom comments by instructors, books or articles, is required as a simple matter of integrity. Claiming another's ideas as one's own is as dishonest as taking money belonging to someone else. Any student found guilty of plagiarism, as with any form of cheating, is subject to suspension from the college.

Another use of documentation is to add authority and force to a paper. A person writing a paper is in a position analogous to a lawyer building a case. The lawyer could give testimony on her own authority, but her word would not carry as much weight as that of an expert in the question at hand. It is the responsibility of the student as it is of the lawyer to find the strongest available authority on the question and let the authority speak.

Students are cautioned that plagiarism does not have to be intentional; accidental (or, as it is sometimes called, "technical"). Plagiarism occurs when the student's form of documentation is inadequate to distinguish between material from the source and material originated by the writer. Direct quotations use quotation marks both at the beginning and at the end to separate material in the source from the student's own words, and the reference note is confined to one fact or figure, thus separating source from user. To perform the same function in the paraphrase note, it is mandatory that an introductory formula, such as "One author states..." or "Jones says that...," be used.

Though many variations are possible, some phrase clearly meant to open a paraphrase must be used at the beginning; this acts as a signal of the beginning of indebtedness in the same way that quotation marks do. The end of the indebtedness is marked by the footnote number, and everything between the introductory formula and the footnote number must be part of the paraphrase.

Some Rules for Documentation

1. Do your own thinking. Don't expect to paraphrase everything. This is a bad policy. A **good** research paper depends on thought, like everything else you do. Use paraphrases when necessary, but make them subordinate to your own point.

2. Footnoting a paraphrase. It is **not** necessary to footnote a paraphrase when it is based on general knowledge and you have completely digested the material and put it in your own words. It **is** necessary to footnote a paraphrase when a) it is not general knowledge **or** b) your presentation of the material is heavily based on someone else's way of presenting it (that is, the order of the ideas, the line of argument that you follow, the way you assemble the facts). Remember to use an introductory formula to indicate the beginning of a paraphrase, and place the footnote at the end.

3. Footnoting a direct quotation. Always footnote a direct quotation. If the quotation is short (one sentence, not more than four lines in length), incorporate it into the text. If it is long (two or more sentences, or over four lines), set it off (skip a line before and after it), indent, and single-space.

For information on form, style and correct documentation, see the HARBRACE HANDBOOK. For more complete information see the MLA HANDBOOK FOR WRITERS OF RESEARCH PAPERS (available in Everett Library). Additional assistance is available from faculty members in the English Department.

Student Services

These are the activities, organizations and facilities that make up much of everyday student life on the Queens College campus.

Annual Events

Senior Recognition Day: Each fall the college community gathers to honor the senior class. Seniors, faculty and administration wear academic dress for the first academic procession of the year. The convocation speaker is chosen by the seniors. Senior Recognition Day is scheduled for Tuesday, September 8.

Parents' Weekend: Parents of all Queens students are invited to visit the campus one weekend each fall to become acquainted with the college community and programs. The junior class is responsible for planning events of the weekend. One highlight of the weekend is Talent Night featuring a variety of entertainment by students. Parents' Weekend will be held October 23-25.

Boar's Head Banquet: In the tradition of Queens College of Oxford University in England, a Boar's Head Ceremony and Banquet are held during the Christmas season. The banquet will be held December 9 in Morrison Dining Hall.

Moravian Lovefeast: The Religious Life Committee, sponsors an "Agape" each year as a part of the celebration of Christmas. The Lovefeast will be in Belk Chapel on December 6.

Yule Log Ceremony: Queens borrows from the ancient British tradition to herald the Christmas season with the Yule Log Ceremony. Carol singing, wish-making and seasonal food and drink accompany the ceremony which will be held on December 10.

Honors Convocation: A convocation is held at the beginning of Term II to recognize those students achieving academic honors for the fall term. Honors Convocation will be held in Belk Chapel on February 9.

Dads' Weekend: The sophomore class plans a weekend of activities each winter when fathers are invited to the campus. This year plans are being made for February 19 - 21.

Homecoming: Homecoming is sponsored each spring for and by alumni. The weekend provides an opportunity for former students to become reacquainted with the college and to see old friends. Homecoming will be held April 9.

Moms' Weekend: All mothers are invited to the campus for a spring weekend. The freshmen class plans activities including a fashion show brunch with mother-daughter models. Moms' Weekend is scheduled for April 22 - 24.

May Day: May Day is celebrated each spring with a weekend of social activities. Five representatives from each class are elected to the court. The May Queen, a senior, is announced at the afternoon presentation. The weekend is climaxed by a formal dance. May Day Weekend will be April 29 - May 1.

Awards Day: Prior to commencement each spring a convocation is held to present awards to students for outstanding contributions or achievements. The Awards Day convocation will be held April 26.

Baccalaureate: A baccalaureate service for graduating seniors is held during the graduation weekend each year. Parents and friends are also invited to attend this worship service on May 13 in Belk Chapel.

Commencement: Degrees are conferred each spring in a ceremony which marks the climax of a student's college career. Relatives and friends of the graduates are encouraged to share in this experience scheduled for May 14.

Bookstore

The college bookstore is located in the lower level of Morrison Hall. It carries textbooks and supplies needed for classes. In addition there are health and beauty aids, posters, cards and stationery, snacks and beverages, and Queens T-shirts, sweatshirts and shorts. The bookstore hours are 9:30 - 6:00 Monday through Thursday, 9:30 - 4:00 Friday and 10:00 a.m. - 2:00 p.m. on Saturday.

Career Center

The Queens Career Center provides comprehensive career counseling and employment planning assistance for Queens College students. Vocational testing, individual and group counseling, topical workshops and seminars, and a career resource library are among the services provided. Students are encouraged to contact the Career

Center during their freshman year to begin exploring and evaluating career alternatives.

The Leadership program, during the January term, is required for all freshmen. A second leadership unit is to be completed prior to graduation. Courses are designed to assist students in the development of leadership and communication skills. Students are provided with opportunities to participate in Outward Bound programs, career information seminars, internships, and travel experiences.

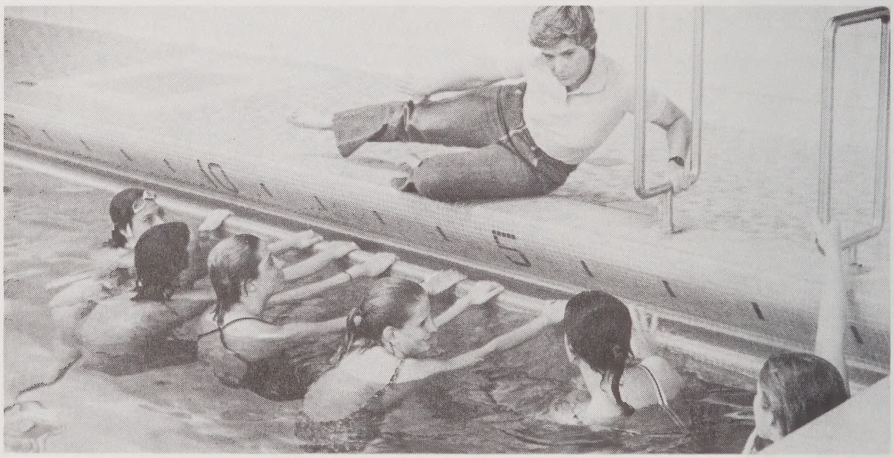
Clubs and Associations

Groups of students with special interests may form clubs to further those interests. Student clubs must be chartered by the SGA to be officially recognized on campus. The following clubs are currently active:

Alumni Association: The Queens College Alumni Association includes any former student of the Charlotte Female Institute, Presbyterian College for Women, Chicora College, Queens-Chicora, or Queens College/The College of Arts and Sciences, who was in attendance at these institutions for at least one year, shall be considered a member and shall be entitled to vote. Graduates of Queens College/New College and Queens College/Graduate School shall also be members of the Association and shall be entitled to vote. The Association's purpose is to preserve interest in the College. Activities of the Association include events for prospective students (through chapters in various cities), for current students (freshmen, transfers, and graduates), and alumni (adult education such as tours, travelogs, speakers, Annual Fund, Homecoming and chapter meetings.)

Art Club: The Art Club provides an expanded experience in the visual arts for interested members of the Queens College community. By organizing trips to galleries and museums, assisting Friends of Art in its scheduling of speakers, and conducting various artistic and social events, it provides a forum for the promotion and understanding of art.

Black Student Union: The BSU offers an opportunity for fellowship and learning among black students and a format for promoting campus-wide awareness of interracial issues.



Delta Sigma Alpha (formerly Day Student Association) provides a means of communication among commuting students.

Dolphin Club: The Dolphin Club is the synchronized swimming group. Members perform twice a year. Try-outs for membership are in the spring and fall.

English Club: The English Club promotes interest in English studies, provides an outlet for English, communications and drama majors, and promotes discussion of literary topics. More importantly, we like to have FUN with English, communications and drama.

History Club: The History Club strives to promote interest and discussion in historical subjects and current topics, to provide speakers and trips to acquaint students with the many areas of history, to provide information about graduate schools and employment in the field of history and to provide informal fellowship for students.

Justinian Society: The Justinian Society is an organization that provides information and experience for those students who are interested in a career in law. The Society provides activities such as trips to law schools and trials, and introduces students to the methods involved in achieving a career in law. The Charlotte legal community is often involved in the orientation of students into the field of law.

Music Therapy Club: The Queens Music Therapy Club is affiliated with the National Association for Music Therapy, Inc. and is open to students majoring in music therapy. The club volunteers its services throughout the year to community facilities for the handicapped. Members also attend state, regional, and national music therapy conferences for professional enrichment.

New Dimensions Students' Association: The New Dimensions Students' Association provides programs, social activities, and fellowship for returning-to-college students. An annual fund raising dinner provides substantial sums of money for scholarships awarded each year to at least one New Dimensions student.

Association of Nursing Students: The Queens College Association of Nursing Students (QCANS) is the professional organization for students of nursing. Its purpose is to contribute to nursing education in order to provide for the highest quality health care. The association strives to present programs representative of fundamental and current professional trends and to aid the student nurse in the development of a professional role in health care. Monthly meetings serve to plan various functions during the year to accomplish these goals.

QC/Dance: Our newly organized performing ensemble, QC/Dance, sponsors programs throughout the year. Dancers rehearse works by faculty and guest artists and are encouraged to present their own creative endeavors. Although it is primarily a modern dance troupe, QC/Dance is open to all interested students. For further information, contact Michele Allen in the Physical Education office.

Social Sororities: Four national social sororities have chapters at Queens: Alpha Delta Pi, Chi Omega,

Kappa Delta, and Phi Mu. Sorority activities are coordinated by the Panhellenic Council which also formulates and administers rush rules.

Catholic Student Fellowship: Every Sunday at 8 pm students meet in Belk Chapel for Mass and fellowship.

Westminster Fellowship: Westminister Fellowship is a Christian discussion group which explores philosophies and issues for daily religious life. The group meets bimonthly to discuss topics important to its members and to look at how various denominations respond.

The Psychology Club: The Psychology Club is an organization of those interested in promoting interest in and expanding an understanding of psychology. The club sponsors speakers on campus, organizes field trips, and publicizes local events of interest to members.

Other Clubs: Other clubs on campus include the Equestrian Club, the Charles Hadley Theatrical Society, and the French Club. Information about clubs on campus may be obtained from the Activities Coordinator.

Counseling Services

Queens has two professional counselors on staff who are available to students for personal counseling a minimum of twenty hours each week. Their office is located in the health center and appointments may be made by calling there. The schedule will be posted in the fall.

Many other trained counselors are available on the Queens staff. The Career Center staff, the college Chaplain and the Dean of Student Affairs, all hold Masters degrees in counseling and related areas. Students are encouraged to seek out any of these persons when they wish to do so. Student resident assistants are trained in the residence halls for peer counseling and help with referrals.

Referrals to off-campus psychologists and psychiatrists may be made when necessary. The costs of all off-campus therapy is the responsibility of the individual student.

All counseling services are confidential. However, if a student demonstrates that she is potentially harmful to herself or to another person, steps will be taken to intervene and a decision will be made regarding continuation of her matriculation at Queens by a review committee consisting of staff and administration.

Davidson Lake Campus

Queens students and faculty may use the facilities for swimming and picnicking owned by Davidson College on Lake Norman. All posted rules and regulations of the lake campus must be obeyed while visiting this area. Groups wishing to use the facilities for parties must obtain permission from proper officials at Davidson College. Further information and directions may be obtained from the Student Affairs office.

Financial Aid

Queens has a number of types of financial aid provided through federal, state and private sources. Students who are interested in investigating financial aid should make an appointment with the Director of Scholarships and Financial Aid for counseling.

Since most funds are awarded to students on the basis of financial need, students (and their parents) are required to submit detailed financial information before their eligibility can be determined. Students must be enrolled at least half-time in order to apply for aid. Applications and financial data should be submitted early (usually in January prior to enrolling in August) in order to receive first priority for funds. Students must reapply for aid annually and must show continued satisfactory academic progress in order to continue to receive financial aid.

Food Services

The Morrison Dining Hall is operated for the college by Saga Food Services. All resident students are required to purchase a meal plan in the college dining hall. Types and costs of the three available meal plans are outlined in both the College Bulletin and the fees brochure from the Business Office.

At registration each term, students select and pay for the plan they desire. The choice of meal plans can be made only at the beginning of a term.

All meals are served in Morrison Dining Hall cafeteria style except the Wednesday evening meal once each month when a sit-down dinner is served family style. Students are expected to dress in skirts or nice pants for this monthly sit-down dinner, sponsored by the Cultural Events Committee of the College Union. This meal is a time for announcements of community interest and entertainment provided by CEC.

Identification Cards

Students are issued identification cards at their initial enrollment at Queens. They must be validated at registration in subsequent years.

The ID card is a student's official college identification and should be carried at all times. The card should be presented upon request of any college official. It must be presented when signing in at the Public Safety Office after hours. ID cards must be turned in to the Student Affairs Office when a student withdraws from the College.

For resident students, the ID card serves as the meal plan or dining hall card. The card must be presented when entering the dining hall. Without the ID card, a student may be turned away from the dining hall or charged for the meal. The ID card must show a current, validated meal plan. The card is to be validated each term at Registration.

Loss of an ID card should be reported to the Public Safety Office. Replacement cards are issued for $5.

Library

Everett Library houses a collection of over 113,000 books and bound periodicals, approximately 550 current periodicals and newspapers, over 3000 reels of microfilm, and approximately 25,000 U.S. government documents.

A photocopier, two microform reader/printers, and several microfilm and microfiche readers are available for student use.

Each student must sign a registration card in order to check out materials, and the person who

checks out the materials is responsible for returning them to the library. Do not lend materials to others — if they are overdue, lost, or damaged, **you** are responsible. Fines on overdue materials are 5¢ per day, per item.

Many professors place materials on Desk Reserve in Everett Library. These materials may be checked out to be used in the building for two hours at a time. No more than two items may be checked out at once. The fine on overdue reserve materials is $2.00 per hour.

It is considered an act of theft to remove any of the following from Everett Library without permission from a member of the staff:

A) materials that have not been checked out
B) periodicals and reference books
C) materials on reserve

The Media Center is located on the basement level of Everett Library and houses audio-visual equipment and software, production equipment, and computer terminals.

The library also houses a Curriculum Lab, a Special Collections Room, and an Archives Collection.

Smoking is allowed only in the Student Lounge on the basement level. FOOD AND DRINKS ARE NOT ALLOWED IN EVERETT LIBRARY OR IN THE MEDIA CENTER.

The library staff is always available to help you use the collections. Please do not hesitate to ask for assistance.

An introduction to Everett Library will be provided for freshmen and transfers during Orientation Week, and library instruction sessions are included in many classes. In-depth library instruction is available for classes and individuals upon request. For this service, contact the Public Services Librarian.

Library hours for the fall and spring terms are:

Monday-Thursday	8 a.m.-11 p.m.
Friday	8 a.m.- 6 p.m.
Saturday	11 a.m.- 6 p.m.
Sunday	2 p.m.-11 p.m.

Schedules for vacation periods, summer sessions, and January term will be reduced, and those for exam periods will be extended. Such changes will be posted on the front doors of the library and published in FOCUS.

If you have any questions or comments, please see a member of the library staff.

Loan Funds

Two short-term emergency loan funds have been established for distribution by the Dean of Student Affairs. These interest-free loans are made to students who have exhausted all other forms of financial assistance. The loan must be repaid by the end of the term, or the amount will be charged to the student's account and she will not be allowed to register the following term.

Mail Services

New students receive notification of their post office box number and combination in the fall and will retain this same number each year. The Queens Post Office is a campus post office and not a U. S. Post Office; however, all regular postal services are offered with the exception of money orders and

outgoing COD mail. Mail is put in student boxes twice daily.

Window service hours Monday through Friday are: 9 a.m. - 10:30 a.m., 11 a.m. - 12 noon, 3 p.m. - 4:30 p.m.

Medical Services

The Irwin-McKay Student Health Center is equipped to provide outpatient and inpatient medical care. The five-bed health center is staffed by nurses from 3 p.m. Sunday through 3 p.m. Friday, except during vacations, throughout the academic year. A nurse practitioner has office hours daily. Appointments are encouraged.

All degree candidates enrolled in the college are entitled to health services during the terms in which they are enrolled. Students must submit a completed medical history and physical examination form to the Dean of Student Affairs prior to entrance. This form initiates the student's medical file and facilitates preventive medicine as well as acute and medical care.

The Health Center maintains a professional relationship with Family Practice Center. The physicians in this group are on call for our students twenty-four hours a day. A specific procedure does exist for medical coverage during those times when the Health Center is closed. Family Practice Center is to be called prior to going to the emergency room. The phone number is 338-2452. A physician will return the call and will help assess the need for a visit. This procedure has been developed with Family Practice Center to maintain continuity of care as well as to increase cost-effectiveness of medical care for our students. In the case of a life-threatening emergency, it is proper for the student to go to the emergency room prior to telephoning. Students should report to the Health Center during normal hours of operation if medical attention is desired. Family Practice Center visits, Emergency Room visits, lab charges and some medicine charges are the responsibility of the student. All of these charges may be billed to the student's account at Queens.

North Carolina law mandates that all students present proof of having received certain immunizations. Students who have not received the specified immunizations will not be permitted to attend classes, nor will they be permitted to remain on campus. Immunizations are available at the Health Center. Immunization information is kept at the Health Center for ten years.

An optional health insurance plan is available through the college. Information regarding this plan is sent to each student.

Publications

Queens College has three periodicals published by the students under the direction of the Publications Board and funded through the Student Government Association.

"Arete'," the college yearbook, is published annually and provides a pictorial and literary record of the events and activities of the year.

The student newspaper, The Queens Current, is published about six times a year to keep the community informed of campus events and to serve as a forum for exchange of ideas among students, faculty and administrators.

The Signet, a literary magazine published once a year, illustrates the creative writing and artistic talents of the Queens community and the public.

Public Safety

Located on the first floor of the Stultz building, the Public Safety Department was established to maintain a safe environment for the college community through police, security, safety and traffic services. Officers with the department are commissioned Campus Police Officers by the Attorney General of North Carolina and have full police powers on campus. Officers patrol the campus 24 hours a day and are on duty year round (including holidays). The Director of Public Safety has responsibilities not only for police and security functions but also enforces all safety and fire regulations on campus. The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety. During the academic year, the Public Safety Department offers several workshops or classes for the campus community including Self-awareness for Women, Basic First-Aid, CPR, Fire Safety and Prevention, and Personal Safety. Members of the college community are encouraged to contribute to campus safety by taking security precautions, participating in crime prevention programs and reporting any violations of safety regulations or suspicious and criminal behavior.

Miscellaneous Public Safety Duties

1. **ESCORTS:** In the evening hours, persons may call or come by the Public Safety Office and request an escort to or from the parking lots, to a residence hall or academic building. This service is available from sunset to sunrise. Please keep in mind that it might take a few minutes to give you this assistance because of other duties or emergencies that may arise.

2. **EMERGENCY TELEPHONES:** Telephones are located in each of the parking areas on campus. These should be used by persons requesting assistance or in need of help from the Public Safety Department. The emergency phones are yellow in color with "Campus Phone" printed on them.

3. Vehicles are considered parked when left unattended for any period of time.

4. A parking permit does not guarantee the holder a reserved space, but only an opportunity to park within a specified area. Within each eligibility category permits are issued on a first come, first serve basis, and the Public Safety Office reserves the right to limit issuance so as to prevent overcrowding in any parking area. It is important that those desiring parking privileges obtain their permits without delay. The permit is valid only when displayed on left rear bumper of vehicle.

5. The responsibility of finding a legal parking space rests with the vehicle operator. The person registered as the purchaser of the decal shall be responsible for the violations incurred by the vehicle.

6. Lack of space is not a valid excuse for illegal parking.

7. The fact that a person may park or observe others parked in violation of the regulations without receiving a citation does not mean that the regulations can be ignored.

8. Queens College assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated and/or parked on campus. For your protection, remove your keys and lock your vehicle when it is left unattended. Valuables should be secured in the trunk of your vehicle. Thefts should be reported to the Public Safety Office.

Recommendations for improving these regulations as well as for improvement of the Traffic Program at Queens College may be made and will be seriously considered by the college.

Reserving Facilities

Any student or group wishing to reserve a room or facility for a meeting or activity should contact the Student Affairs Office where the College's "Master Calendar" is maintained. Spaces normally available include Dana Auditorium, Dana 106, The Web, Burwell Parlors, Suzanne Little Recital Hall, and the Tillet Building.

If equipment such as chairs, tables, platforms, etc., is needed, the request must be submitted three working days prior to the event.

Audio-visual equipment must be reserved a week in advance through the Media Center in the Library.

Sports and Recreation

The Physical Education Department and the Student Government Association cooperate in offering a program of intramurals for the students interested in competitive sports. Regular recreation nights and free swimming times are scheduled each term. Students may arrange to use the gym at other times under certain conditions. Anyone interested in reserving the gym should contact Ms. Phyllis Pharr in the P.E. department.

Sports—Intercollegiate

For more highly skilled students, Queens offers intercollegiate competition in tennis and volleyball. The volleyball season is held during the fall. The tennis season includes a limited number of matches in the fall and a full schedule of competition in the spring. Queens competes as an Independent at the Division III level and both the volleyball and tennis teams attend tournaments at the end of the season. Athletes must meet and maintain the requirements of eligibility to represent the College. Interested players should contact the appropriate coach.

Club Sports

The Physical Education Department and the Student Government Association cooperate in offering team and individual sports on a club level. The Soccer Club participates both in a Fall and Spring season. Competition consists of matches with other colleges as well as the Women's Soccer League sponsored by the Charlotte Parks and Recreation Department. The Running Club meets year-round and competes in various local and out-of-town events. The Swim Club meets year-round and plans competition with other colleges. The Softball Club meets in the Spring and also plans competition with other schools in the area. The Equestrian Club competes in the

Intercollegiate Horse Show Association events. Participation in Club Sports is open to all Queens students regardless of skill level.

Student Bank

The Student Bank, in Burwell Hall in the Business Office, is open Monday through Friday, 11 a.m.-12:30 p.m. and 3-4 p.m. during the academic year. During summer school and when school is not is session, the bank is open on an abbreviated schedule each day. The bank is closed during college registrations and on college holidays.

Students may establish personal accounts at the Student Bank by deposits of checks or cash. Withdrawals from these accounts can be made only in cash. The maximum number of transactions to a personal account is one transaction per day; the minimum amount of these transactions is $1.

Students may cash personal checks, payroll checks, money orders or checks made payable to them by their parents, spouse or other Queens College students, not to exceed $200 per check. Larger checks may be cashed by giving a one-day notice to the cashier.

Students who cash checks at the Student Bank which are returned for insufficient funds or any other reason will have their check cashing privileges suspended for the greater of one month from the date the check is returned, or until the check is made good. Student Bank activities (deposits and withdrawals) will not be affected.

Please note that all banking transactions require Queens College ID.

The cashier reserves the right to refuse to cash any check.

Tennis Cards

Any current student or faculty or staff member may obtain from the Physical Education office a card to gain access to the tennis courts. This card is checked out to an individual and should be returned when the person leaves Queens.

The Web

The Web is a comfortable lodge on campus which is equipped with a kitchen and has a fireplace. It is available to individual students, faculty members, or college groups for meetings, dates, or small parties (no more than 50 people).

The hours for the Web are the same as the residence hall closing hours, midnight Sunday through Thursday and 2 a.m. Friday and Saturday nights. The Web is not available for overnight guests.

Guidelines for use of the Web are as follows:

1. The Web must be reserved in advance through the Student Affairs Office. The key should be picked up in that office and returned there by noon the next working day after the Web is used. Failure to return the key may result in a $20 fee.
2. Furniture in the Web may be moved slightly to effect different seating arrangements. All furniture should be returned to its original position when the event is over.
3. Anyone building a fire in the fireplace is responsible for the fire being extinguished completely and the fireplace being cleaned before leaving.
4. Each person or group using the Web is responsible for emptying

the trash cans, cleaning the kitchen, and vacuuming the carpet.

5. Any individual or group abusing the Web or its furnishings may be refused permission to use the facility for future events. Any damages that can be demonstrated to have been caused by a particular person or group will be charged accordingly.

Student Government

The Student Government Association provides opportunity for self-government for Queens students. The SGA is divided into four branches: Senate, College Union, Judicial Branch, and Publications Board. Through these branches, students oversee and participate in all aspects of student life. The complete constitution of the Student Government Association is printed in the Appendix of this Handbook.

Senate: The Queens College Senate is the legislative branch of the Student Government Association. The Senate handles the legislative concerns of students including state and local political issues of interest to students as well as campus policies.

The Senate also provides various services to the campus, students, faculty, and Charlotte community. These services include: arranging for speakers on topics of interest to the campus, and working with charity organizations in the Charlotte area.

College Union: The Queens College Union is a group of students who work with the Activities Coordinator to plan and coordinate a balanced program of activities on campus. College Union Committees are the following:

- Cultural Events: Sponsors activities designed to enrich cultural awareness including poetry

readings, chamber music, literary speakers, and political and issue oriented programs.

- Film: Selects, promotes, and presents quality films meant to educate and inform as well as entertain.

- Recreation: Plans intramural competitions and recreation nights. Coordinates small tournaments such as spades, backgammon, ping pong, etc.

- Religious Life: Coordinates religious fellowships and activities on campus. Chapel services, the Moravian Love Feast and Community Volunteer Services are organized by this committee.

- Social Activities: Organizes social events including dance weekends, mixers, lawn concerts, etc., for students on campus.

- Special Events: Plans such activities as the May Court Presentation and the annual Christmas Tree Trim. This committee is involved in the coordination of all parents' weekends.

Judicial Branch: Made up of Dorm Council, Honor Council, and Appeals Board, this branch oversees enforcement of the Honor System. The Honor Council sponsors events and programs to educate the campus community on living under an honor system. A more detailed discussion of the Honor Code and judicial procedures is found elsewhere in this handbook.

Publications Board: The Publications Board oversees the publication of and selects editors for the newspaper, yearbook, and literary magazine.

Student Government Leaders 1987-88

Legislative Branch

Senate

President: Stephanie Lawhorne

Vice President: Trish Vail

Secretary: Lisa Stewart

Treasurer: Carolin Smith

Representative to the EPCC:
To be appointed

Representative to the Student Life Committee:
To be appointed

Senior Class President:
Casey Seay

Junior Class President:
Dianne Caldwell

Sophomore Class President:
Sarah Lewis

Freshman Class President:
To be elected

Day Student Representatives:
Lisa Hartman
Other to be elected

Budget Committee

Chairwoman: Carolin Smith

Members: To be elected

Judicial Branch

Honor Council

President: Suzanne Manzer

Vice President: Kathy Lennon

Secretary: Amy Rowland

Senior Class Representative:
Cindy Vanderford

Junior Class Representatives:
Robin Bumgarner,
Stephanie Waters

Sophomore Class Representatives:
Betsy Byron, Lori Simmons

*** Student Representatives to Board of Trustees:
Robin Boggs, Meg Stanley

Doromitory Council

President: Maria Poral

Vice President: Robin Boggs

Secretary: Laurie Thrower

Four Residence Hall Representatives:
To be elected

Activities Branch

College Union

President: Meg Stanley

Vice President: Kathy Lennon

Secretary: Kira Alatar

Treasurer: Linda Warren

Committee Chairs

Cultural Events: Yvette Boney

Film Series: Sandy Stanulis

Recreation: Caroline Holmsley

Religious Life: Tracy Terrell

Social Activities:
Nancy Kazmierski

Special Events:
Rachelle Funderburk

Publications Branch

Publications Board

President: Eva Hill

Arete Editor: Rhonda Ball

Current Editor:
Hope Tarantelli

Signet Editor: Cheri Thompson

Honors and Awards

Dean's List

Degree candidates who achieve a term average of 3.500 or better in at least 12 hours of graded work (not including a grade of P in the 12 hours) for the term are named to the Dean's List. Students with Incompletes in courses will not be considered.

Marshals

Marshals are the students who have achieved the highest cumulative average in the Senior, Junior, and Sophomore Classes. The student with the highest average for her three years serves as Chief Marshal during her senior year. The duty of the Marshals is to serve as ushers of official college events which include academic processions.

Mortar Board, Inc.

Mortar Board is a national honor society whose 200th chapter recognizes thoses students at Queens who have demonstrated not only outstanding scholarship, but who also have made significant contributions as leaders and women who exhibit concern for the college community.

Valkyrie

Valkyrie is an honorary organization that was established at Queens in 1937 and includes students selected from the Sophomore Class on the basis of outstanding leadership, citizenship and scholarship exhibited during their freshmen year at Queens. Valkyrie members are selected at the beginning of their sophomore year.

Who's Who Among Students in American Universities and Colleges

Who's Who Among Students in American Universities and Colleges recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, and cooperation in educational and extracurricular activities, general citizenship and the promise of future usefulness.

Beta Beta Beta

The Tau Tau Chapter of the Beta Beta Beta National Honorary Biological Society promotes interest in the biological sciences and keeps students aware of new developments in the field. The chapter is affiliated with the North Carolina Academy of Sciences. Eligibility for membership is based on academic achievement.

Phi Alpha Theta

The Alpha Gamma Kappa Chapter of the Phi Alpha Theta International Honor Society in History recognizes excellence in the study

of history. A member of the Association of College Honor Societies, the society promotes history through the encouragement of research and the exchange of learning and thought among historians. It seeks to bring students, teachers, and writers of history together intellectually and socially. Eligibility is based on academic achievement.

Delta Omicron

Omicron Lambda Chapter of Delta Omicron, an international music fraternity for women, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music, to music faculty, to professional musicians and to concert artists. Scholarship of high quality is requisite to membership.

Sigma Upsilon

Sigma Upsilon is an honorary fraternity for writers. Founded in 1906 and limited formerly to men's colleges, it now includes a small number of women's colleges. The Cakes and Ale Chapter at Queens was established in May, 1951. Membership is based upon creative literary ability, interest and active participation. Members are elected every year.

Zetetic Society

Zetetic is a regional honorary organization composed of faculty and students. Its purpose is to recognize high scholastic attainment for Seniors and Juniors, and to encourage independent research.

Algernon Sydney Sullivan Awards

Queens is one of the colleges which has the privilege of presenting two Sullivan Awards each year—one to a graduating senior, and one to a person who has some association, official or otherwise, with the college. The awards are designed to be continuing reminders:

"that the noblest human qualities are those characteristics of heart, mind, and conduct which evince a love for and helpfulness to other men and women. True nobility is found in those who move beyond the narrow circle of their self-interest and spend themselves in the interest of mankind."

Majorie Blankenship Melton Prize In Creative Writing

A monetary prize is presented to a student for outstanding accomplishments in creative writing. The prize is a memorial honoring this graduate of Queens, who was herself an outstanding writer.

The Queens College Honor Society of Nursing

(QCHSN) recognizes students who have demonstrated superior scholastic achievement, evidence of professional leadership potential, and/or marked achievement in the field of nursing. Candidates may be elected from students enrolled in the program, nursing alumnae of Queens College, and community nurse leaders who have a minimum of a baccalaureate degree. Community nurse leader candi-

dates must have demonstrated marked achievement in nursing education practice, research, or publication.

Outstanding Music Award

A student is presented this award on the basis of scholarship, excellence in musical performance, and over-all contribution to music in the Queens community.

Outstanding Drama Award

A student is presented this award on the basis of scholarship, excellence in dramatic performance, and over-all contribution to drama in the Queens Community.

Outstanding Art Award

A student is presented this award on the basis of scholarship, creativity, and over-all contribution to art in the Queens Community.

Diana Award

This award is given to the student who best exemplifies the characteristics of honesty, integrity, and genuine concern for others. The recipient of the Diana Award is elected by the student body.

The Academic Achievement Award

The Academic Achievement Award which is presented to the senior nursing major having the highest cumulative GPA based on all work undertaken at Queens College.

The Outstanding Senior Nursing Student Award

The Outstanding Senior Nursing Student Award which is presented to the senior nursing student who is judged by the nursing faculty and students to best represent the qualities of scholarship, leadership, motivation, and service.

College Policies

These are the general policies and procedures under which Queens College operates and, in some cases, the laws affecting members of the Queens community. Violations of any college policies are handled by the Honor Council or Dormitory Council.

Alcoholic Beverages (Possession)

Queens College recognizes the social problems inherent in the misuse of alcohol and discourages student consumption of alcohol as being detrimental to the educational purposes of the College. It also seeks to provide a realistic social atmosphere on campus, to develop student responsibility and to permit maximum personal freedom in matters affecting student life. Students are expected to obey the state law regarding the possession, sale, and consumption of alcoholic beverages; students, therefore, accept personal responsibility for their own actions and decisions.

The following regulations are designed to support these objectives:

1. Students are responsible at all times for complying with North Carolina laws governing possession and use of alcohol. North Carolina law includes the following provisions:

   "It shall be unlawful for any person to: (1) Sell or give malt beverages (including beer) or unfortified wine to anyone less than 21 years old or; (2) Sell or give fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old. It shall be unlawful for: (1) a person less than 21 years old to purchase, to attempt to purchase, or to possess malt beverages or unfortified wine . . . or fortified wine, spirituous liquor or mixed beverages." Persons aiding and abetting an underage person to violate this law will be guilty of a misdemeanor.

2. Beer and wine are permitted in the Snack Bar.

3. Possession of alcoholic beverages in residence hall rooms is regulated by state law.

4. Permission to use beer and wine on special occasions elsewhere on campus must be requested from and authorized by the Dean of Student Affairs.

   Any organization sponsoring such an event must obtain a party permit which will include a list of the procedures to monitor the distribution of alcoholic beverages. In addition, the organization will be required to provide alternate non-alcoholic beverages and food.

5. Student Government Association budgeted funds may not be used to purchase alcoholic beverages.

6. Queens students are responsible for their personal conduct at all times and shall be subject to discipline, including possible suspension, for behavior which

discredits the students and/or the College.

Note: Please note that beer and wine are the only alcoholic beverages allowed in the Student Center or that the Dean of Student Affairs may authorize for special occasions on campus. The only exception is in residence hall rooms as indicated in #3 above.

Alcoholic Beverages (Sale)

The Executive Committee of the Board of Trustees of Queens College has approved the sale of beer and wine on the Queens College campus according to the following policy:

1. Areas:

   a. Beer and wine are to be sold by Saga Food Service in the Jernigan Student Center Snack Bar and may be consumed only within this room. No alcoholic beverages may be taken into or out of this area.

   b. Other areas can be temporarily designated for distribution by the administration (i.e. meetings of the Friends of the Library, etc.)

2. Guests:

   All guests of Queens students, faculty, and trustees are allowed to consume alcoholic beverages in the Snack Bar, provided they are of the legal drinking age.

3. Guidelines for Use of the Snack Bar:

   a. Normal hours during which beer and wine may be sold are: 7:00 pm - 12 midnight Monday - Thursday, and 2:00 pm - 12 midnight Friday and Saturday.

   No sales of beer or wine will be allowed on Sunday or after the above closing hour. Other opening hours may be authorized by the Administration for special occasions.

   The hours (within the guidelines outlined above) when the Snack Bar will be open will be posted each term.

Automobiles on Campus

All students at Queens are allowed to bring cars to campus. Cars must be registered with the Public Safety Office. The registration fee is $10.00. Each registered automobile is issued a parking permit, which must be affixed to the left rear bumper of the vehicle.

Parking on campus is limited. Each parking permit indicates the zone in which that vehicle is authorized to park. Parking in unauthorized zones will result in a fine. Any non-registered vehicle receiving five (5) parking violations will be towed at owner's expense.

Traffic Tips

For your convenience, the Public Safety Office is open 24 hours a day, year round. Campus Extension 306 or 332-2948.

A Brief Summary of a few of the Most Misunderstood Rules and Regulations:

- Traffic regulations are subject to be enforced 24 hours a day, 365 days a year.

- **STUDENTS ARE RESPONSIBLE FOR THEIR VISITORS**, and will be held financially responsible for citations issued to vehicles traced to direct family members or guests. Report visitor vehicles to the Public Safety Office.

- **DISABLED VEHICLES MUST BE REPORTED TO THE PUBLIC SAFETY OFFICE EITHER IN PERSON OR BY PHONE** (Notes are not acceptable.)

- A vehicle is **NOT REGISTERED** until the sticker or permit is displayed on the vehicle.

- **LACK OF CONVENIENT SPACE IS NOT A VALID EXCUSE FOR VIOLATION.**

- **VEHICLES LOADING OR UNLOADING MUST LEAVE EMERGENCY FLASHERS ON.**

- Any vehicle parked in any traveled portion of a street or parking lot, fire lane, reserved space, or any grassed area or lawn, may be **TOWED AWAY** at the owner's expense.

Bare Feet

Health and sanitation codes require that the students and guests wear shoes in Morrison Dining Hall, The Hollow and Burwell Hall.

Drugs

The illicit and improper use of drugs (for example, amphetamines, barbituates, opiates, hallucinogenic drugs and marijuana) is not in keeping with a student's personal welfare or pursuit of academic achievement. Queens College students are expected to abide by the laws of the state of North Carolina and the federal government regarding the possession and use of drugs.

Both direct programming (alcohol-education awareness programs) and indirect programming (non-alcoholic programming) are available at Queens College for students, staff, and faculty. The majority of educational programs are targeted at groups rather than individuals. For example, free breathalyzer tests are provided during the annual health fair. During national alcohol awareness week, a special area in the Health Center is devoted entirely to alcohol awareness patient education material. Speakers have been available to specific campus groups for alcohol awareness. Pamphlets on drug and alcohol abuse are available at the Student Health Center. We work closely with a group of physicians who recognize the need for referral to treatment programs, and, indeed, referrals do occur. These referrals include a contract with the student that she must attend the off-campus program as a condition for remaining a student at Queens. Questions relating to both alcohol and drug use are included on the health form, which is required to be completed by all resident students. This information is identified by Health Center personnel, and the student's health record is marked accordingly. If drug or alcohol abuse is confirmed, the student is referred for individual counseling either to the campus Counseling Center or to an appropriate off-campus agency. Referral to off-campus agencies is also available to staff and faculty.

Firearms and Explosives

North Carolina law prohibits the

possession or carrying of any weapons, including guns, rifles, pistols, dynamite cartridges, bombs, grenades, mines, any powerful explosives, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic knuckles or any other weapons of like kind, on any public or private school campus or grounds.

Possession of any such weapons or fire crackers, is a violation of North Carolina criminal law and violators will be prosecuted. It is, also, a major violation of the Queens Honor Code and will be handled accordingly.

Party Permits

Any student or group wanting to hold a gathering on campus (including parties in the residence halls) must fill out a party permit in the Office of Student Affairs. Party permits are designed to prevent any misunderstandings concerning what events are approved, who should be contacted in emergencies, who is responsible for cleanup and what facilities and maintenance needs are involved.

Personal Safety and Security

Queens College strives to provide a safe environment for its students. However, personal safety is the responsibility of the student as well as the college. Students are urged to take all reasonable precautions to avoid unfortunate incidents. The College cannot be held responsible for a student's safety at all times.

Privacy

Queens College, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate and to challenge specific parts of them when they feel it necessary to do so.

Following are the specific guidelines and procedures to be followed in relation to record preparation, verification, and access.

1. It is the responsibility of the faculty to turn in a grade sheet for each course taught and to do so within the time set by the Registrar. It is the responsibility of the Registrar's Office to compile and retain these records on a student-by-student basis and to make sure such information is available in accordance with federal and state law and with existing college policies.

   Note: Such material as grade sheets are considered by the college to be confidential material. Work-study students may be exposed to such material, but are bound by the Honor Code to remain in strictest confidence. If a breach of confidentiality occurs, it is considered a major Honor violation and will be handled accordingly by the Honor Council.

2. **Public Records**
   Information concerning the following items on individual students is considered Directory Information and is public: Full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized

college activities and student organizations, parents' names, class schedules, and religious affiliation.

This information may be released or published without the student's consent. However, students who do not wish this information or any part of it to be released or made public may inform the Registrar's office, in writing, within 10 days after registration each term. The Registrar will notify other college offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved.

It is the policy of Queens College to refuse to release information to private firms for use in mailing lists.

3. **Confidential Records**
All personally identifiable material on particular students used to make decisions about students or used for transmittal to others outside the college and which is other than public material, as defined above, is considered confidential. Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work. If work-study students are exposed to such material and release such information without the permission of the student, a breach of confidentiality has occurred. This is deemed a major Honor violation and will be handled accordingly by the Honor Council.

4. **Official Records**
Each enrolled or former student of Queens College has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: all files on individual students are destroyed five years after the student leaves the college. Only the transcript is kept after the five-year period. The transcript is kept indefinitely.)

   Official records are released only with the written permission of the student.

5. Access by the student to official educational records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's office.

6. The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll.

7. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request.

8. Official records include material on students, relating to their status as students, held by any office of the college and intended for the use of the college or available to parties outside the college.

   A copy of a student's transcript and/or other recorded data will be made available to college offi-

cials who show legitimate educational needs without written permission of the student. Records will be kept in each office of college officials who use data and the purpose for which such is requested.

Official records do not include the following: letters of recommendation for which the student has waived right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by individual faculty or administrators as aids to memory but not intended for transmittal to others.

9. Requests for student data from agencies such as HEW, OEO, and research agencies may be honored without prior approval of the student only in anonymous form.

10. A student is entitled to an explanation of any information contained in official records directly relating to the student. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

11. The substantive judgment of a faculty member about a student's work (grades or other evaluations of assignments) is not within the scope of such hearings. A student may challenge only the factual and objective elements of the content of student records (discrepancies in computation and transcription of grades) but not the qualitative and subjective elements of grading.

12. The hearing procedures are outlined as follows:
    a. The student initiates the challenge process within six months after the end of the term (last day of exams) in which the disputed record entry occurs.
    b. The student consults with the faculty member concerned in the hope that satisfactory agreement may be reached.
    c. If satisfactory agreement is not reached, the student consults with the chairman of the division in which the record dispute has occurred in the hope that satisfactory agreement may be reached.
    d. If satisfactory agreement is not reached, the student consults the Vice President for Academic Affairs.
    e. If no agreement is reached, the student sends a written request for a formal hearing to the Vice President for Academic Affairs who, will convene a committee consisting of one administrator appointed by the Vice President for Academic Affairs, one faculty member appointed by the chairman of FAC, and one student appointed by the Vice President for Academic Affairs to hear the complaint.
        (i) The formal hearing shall be held within three cal-

endar weeks of the date of the written request.

(ii) The formal hearing shall allow full opportunity for the presentation of evidence relative to the matter in dispute.

(iii) The hearing committee shall render a decision, in writing, within one week of the conclusion of the hearing.

(iv) The decision of the committee is final.

f. The student has no further right of appeal.

Residency Requirements

Queens views on-campus living as an integral part of the educational experience. A traditional student who is a candidate for an undergraduate degree must live in a residence hall unless: (1) she is residing with her parents or guardian; (2) she is married, or (3) she has been granted special permission for other residence by the Dean of Student Affairs.

Any student who decides to leave the residence hall to live at home must inform the Student Affairs Office and officially check out of the residence hall.

Sales and Solicitation

To protect students and staff from fraudulent sales and annoyance, no door-to-door soliciting is permitted by on-campus or off-campus groups or individuals, including religious organizations.

Any on-campus person or organization wishing to sell merchandise may do so in the lobbies of the residence hall, the Student Center or the dining hall with permission from the Dean of Student Affairs. Advertising may be posted only on bulletin boards and may not be taped on painted surfaces in any residence hall.

Any off-campus person or agency wishing to sell or advertise any merchandise or service on campus must receive permission from the Dean of Student Affairs. Ordinarily, only non-profit groups will be allowed to sell on campus. Once permission is granted, products may be sold only in the Student Center or dining hall. Any advertising must bear the stamp of the Student Affairs Office before it may be posted. Unauthorized advertisements will be removed.

Posters on Campus

The following guidelines are established for posters on campus:

1. Posters should include the name of the organization or individual sponsoring the event or product advertised.
2. Persons putting up posters are responsible for their removal. Notices should be taken down the day after the event they are advertising occurs.
3. Posters and signs should not be taped on painted surfaces. Use bulletin boards or glass surfaces when possible.
4. Off-campus individuals or groups are required to have their posters stamped in the Student Affairs Office. This stamp indicates permission to post only; it is not an endorsement of the product or event. Posters from off-campus sources which have not been stamped may be removed.

Smoking

Due to fire regulations and so that individuals do not infringe upon the rights of others, smoking is not permitted in Dana Auditorium, Suzanne Little Recital Hall, or classrooms. A section in Morrison Dining Hall is designated as an area where smoking is permitted at meals.

Strangers on Campus

Students are requested to offer directions or information to strangers who appear on campus. Persons who do not have specific business on campus are not to be permitted in any building. Students should report such strangers to the Public Safety Office.

Residence Life

Residence life at Queens College offers students the opportunity to grow and find meaning through friendship, exploration of ideas, and involvement in the resident community. The residence hall is more than just a place to live. It is an environment in which to grow—an experience in living.

Queens provides both professional staff and student resident assistants to meet the needs of students and to strive to make the experience in the residence hall a positive one. The residence life staff members offer many learning opportunities by promoting programs and activities which enhance student development. Their goal is to help students discover themselves by involving them in their own developmental process and to provide a context in which students participate in shared experiences.

Students are encouraged to aid in the development of their community in the residence hall by participating in the decision making, policy formation and regulation, and program planning. Through this involvement, resident students work together to achieve an environment in which they may experience a sense of belonging and interdependence while respecting the uniqueness of individuals and their right of privacy.

In order to ensure smooth operation of the residence halls, policies designed to facilitate community living have been developed. All resident students and their guests on campus are expected to abide by these guidelines and all college policies. Violations of residence hall policies will be handled through the college judicial process as described in this Handbook.

Bicycles

Bicycle racks are centrally located on campus. Bikes may not be stored anywhere in the residence halls except in the basement storage rooms. Bicycles may be removed from restricted areas without notification to the student. They must be registered and engraved at Public Safety with no charge.

Cable Television

Each residence hall lobby has a television connected to cable for students' enjoyment. Students may have televisions in their residence hall rooms connected to cable at their own expense. The College accepts no responsibility for the installation, billing, or disconnection of cable services. All arrangements should be made between the student and the cable company. It is the responsibility of the student to be present whenever the cable service person needs access to her room for installation or repairs. The disconnection of cable services must be completed prior to residence hall check-out at the end of the year.

Candles, Incense and Paper

At no time may candles, incense or paper be burned in any residence hall area. Any items in violation of fire and safety regulations will be subject to removal by the residence hall staff.

Card Access System

A **Card Access System** has been installed at the main entrance of each dormitory for your convenience and protection. Entry is gained through the use of a personal card that is assigned to each student. Any main entrance or fire door that is propped open or misused will be a violation of the honor code. Loss of access card **must** be reported immediately to the Public Safety Department. The cost of replacing lost cards will be subtracted from the student's Room Damage Deposit.

Desk Duty

The residents of Belk, Harris, and Wallace Residence Halls are assigned desk duty throughout the semester. The Resident Assistants assign desk duty at the beginning of each semester, and the number of evenings assigned depends on the number of residents in each residence hall. The hours of desk duty are 7 p.m. until 12 midnight on Sunday through Thursday and until 2:00 a.m. on Friday and Saturday. The Student Affairs Office posts a list of desk duty responsibilities in each residence hall.

Fire Drills

Fire escape routes are posted in each residence hall room and in all public areas. Every student should know all fire escape routes and procedures in her residence hall. No one is excused from a fire drill if she is present in the residence hall at the time of the drill. Anyone found in her room during the drill will pay a $25.00 fine.

Holidays

The college calendar on page lists dates for the opening and closing of residence halls for all holidays and breaks.

Residence halls re-open one day before classes resume. All residence halls close for college holidays.

Chapel

A brief service of worship is held by the Chaplain for the Queens Community every Thursday morning. 9:20-9:50. The service offers prayer, song, scripture, and a brief message. Members of the College Community are invited to assist in worship. Everyone is invited to attend.

Check-In, Check-Out

A resident student must check in with the area coordinator each time she moves into a new residence hall room. The check-in procedure involves completion of a form indicating the physical condition of the room. The check-in form must be signed and dated by the occupant of the room and the resident assistant.

A student who moves out of her residence hall room for any reason must check out officially with her area coordinator. Damages to walls, floor, furniture, etc., will be noted on the check-out form. A final check for damages will be made by the Student Affairs and maintenance staff. Charges for damages will be made against the student's $50.00 damage deposit. Any items left in the residence hall room after check-out become the property of the college.

Electrical Appliances

Only the following electrical appliances may be used in residence hall rooms: coffee pots, fans, popcorn poppers, microwave ovens, hair dryers, stereos or radios, refrigerators (up to 3 cubic feet), televisions and electric curlers.

The following appliances may NOT be used in rooms due to electrical circuit capacity, energy control and/or fire hazard: electric resistance ovens (any type), hot plates, toaster ovens, and irons.

Sunlamps are approved for use only if prescribed by a physician. In such cases, the sunlamp must be kept and used in the health center. Sunlamps used in a residence hall will be removed by the residence hall staff.

Guest Housing

A few residence hall rooms are available for guests of students. Rooms are made available on a first-come basis and cost $10 per person per night. Male guests will be housed in Morrison; female guests in empty rooms in occupied residence halls. Men or women who are official guests of the college may be housed in the Wallace apartments.

No visitation is allowed in the Morrison guest rooms. Violation of visitation policy in Morrison could result in closing of the guest housing facility.

Students are responsible for the actions of their guests while they are on campus. Violations of campus policies by a guest may result in disciplinary action against the hosting student and/or a request by residence hall or Public Safety staff that the guest leave the campus.

Laundry Facilities

Coin-operated washers and dryers are located in each residence hall. Students are cautioned not to overload these machines. A student causing damage by overloading a washer or dryer may be charged for the repairs. Instructions on proper use of these machines may

be obtained from the Office of Student Affairs or a resident assistant.

Ironing boards are available in the laundry rooms. Ironing is restricted to the approved areas in each building; no irons should be used in a student's room.

Lofts, Wooden Structures

Permission to build a wooden structure in the room must be requested from the Dean of Student Affairs. The following guidelines are required for safety reasons and to prevent damage to the walls, floor, ceiling, and furnishings of the room.

Construction of wooden items in residence hall rooms may be authorized during the academic year only under the following conditions:

1. Residents must receive written permission from the Dean of Student Affairs before construction may take place.

2. Both residents of the room must agree to the construction.

3. No power tools may be used inside the residence halls.

4. Residents are responsible for missing furniture and for any damage to the room, building, or furnishings, (beds, chair, desks, etc.) as a result of the construction.

5. The room furnishings — desks, dressers, chest of drawers, etc.— may not be used to support or secure any wooden structure.

6. No part of the construction may be attached, wedged, or secured in any manner to the ceiling, floor, or walls of the room. All units must be free-standing.

7. All wooden construction must be removed and the regular room furniture arranged in the same order as when the residents first moved into the room no later than commencement.

8. Any horizontal surface area exceeding 20 square feet must be at least 36 inches from the ceiling.

9. The total horizontal surface area of a structure used for sleeping purposes may not exceed more than one-half of the total floor surface.

10. Sleeping structures using 2x4's for vertical support must have at least two diagonal support braces attached from each vertical support post to the upper horizontal support beam or surface area.

11. No item may be constructed so as to completely obstruct any direct access to the hall door or windows so that evacuation is convenient in case of fire.

12. Any structure left in the residence halls after commencement will become the property of Queens College.

Long Dorm (Showers)

Long Hall is built in a suite style arrangement with occupants of two rooms sharing a bathroom. Due to the structure of the building, showers cannot be installed in the bathrooms in Long without major renovation. Students are not allowed to install showers in these rooms; however, the hand-held rubber attachments used while seated are allowed. Students installing illegal showers will be turned in to the Dormitory Council.

Maintenance

A student should report to a mem-

ber of the residence hall staff any repair work needed in her room or residence hall.

Open Visitation

Male visitors are allowed to visit in a student's room in Belk, Harris or Wallace Residence Halls Friday and Saturday between the hours of 12 noon and 1:30 a.m. and Sunday through Thursday between 12 noon and 9:00 pm. Male visitors may visit during these hours provided that (1) the Queens student signs her guest in at the desk in the lobby upon his arrival and out when he leaves the residence hall, and (2) the guest is accompanied at all times by the Queens student. Note: Students must sign-in their own visitors during visitation hours. No student may sign another student's name on the sign-in register.

Men's restrooms are located in the lobby areas of Harris and Wallace residence halls. One restroom in Belk is designated as the men's restroom during visitation hours. Men should use these designated facilities only.

Seniors living in Long Residence Hall may have male guests in their rooms between the hours of 6 a.m. and 11:30 p.m. Sunday through Thursday and from 6 a.m. until 1:30 a.m. Friday and Saturday provided that the male guest is escorted in the halls at all times by a Queens student.

Family Visitors

Family members are always welcome in the residence halls. However, when visitation hours are not in effect, male family members must be escorted to the student's room by the student and a Resident Assistant. The Resident Assistant must also escort them back to the lobby when they leave. During visitation hours, male family members must sign-in according to the visitation policy.

Opening, Closing Hours

The residence halls are unlocked at 6 a.m. daily. They are locked at 12 midnight Sunday through Thursday and at 2 a.m. Friday and Saturday nights.

Any student without self-limiting hours may not leave the residence hall after curfew or before the opening of the hall. In special cases, a student may obtain permission from her area coordinator to leave the building early.

Any student who wishes to enter a locked residence hall must go by the Public Safety office and sign in. A Public Safety Officer will escort her to her building. Any student who enters a locked residence after closing hours without a Public Safety officer or lets someone into the building will be turned in to the Dormitory Council.

Transferring

Any student may transfer from one building on campus to another after closing hours. In order to transfer, the student must call the Public Safety office from the building she is in to notify the office of the transfer. The student must then sign-in at the Public Safety office and be escorted to her building by a member of the Public Safety staff.

Overnights, Weekends

An overnight consists of an absence from campus beginning at residence hall closing and going beyond

6 a.m. of the following day. A weekend consists of Friday and Saturday nights. During the week (Sunday through Thursday) all students, except first term freshmen and those who do not have self-limiting hours, may spend the night away from campus if they have their parents' permission. A student must have been given self-limiting hours by her parents or be 21 years of age in order to spend weeknights away from campus. First-term freshmen and upperclassmen without self-limiting hours may spend weeknights away from campus only with special permission from their parents. Parents should make such special arrangements by contacting the Dean of Student Affairs or the Area Coordinator at least 24-hours in advance.

Overnight Guests

Resident students must register all overnight guests with their resident assistant or Area Coordinator. This regulation allows the staff member to notify the guest in case of an emergency and to be aware of her presence in case of fire, etc. Every guest is expected to follow the same rules as those set for her Queens hostess. The Queens student will be charged with any violation committed by her guest.

Painting of Rooms

The residence hall staff and maintenance department will determine which residence hall rooms need painting during the summer. Maintenance personnel will do all painting. A student will be charged only if she wants a room painted, in which case the charge will be $50, and the only color option is white.

Pets

Except for small fish and turtles no pets of any kind are permitted in the residence halls at any time. Violation of this regulation will result in a fine of $10 for each day or any portion of a day an animal is in a residence hall. Fines are to be paid to the Area Coordinator of the building in which the violation occurs. A animal may be removed from a student's room without notification.

Places Of Worship

Many of the churches below are within walking distance of the campus. In all cases the church listed is the one of its denomination which is closest to the college. The college chaplain will be happy to provide further information on local places of worship.

Baptist
Myers Park Baptist,
1900 Queens Road

Catholic
St. Patrick's Cathedral,
1621 Dilworth Road, East

Church of Christ
Church of Christ,
4900 Providence Road

Episcopal
Christ Church,
1412 Providence Road

Greek Orthodox
Greek Orthodox Cathedral,
600 East Boulevard

Jewish
Temple Beth El,
1727 Providence Road

Lutheran
St. Mark's Lutheran,
1001 Queens Road

Methodist
Myers Park United Methodist,
1020 Providence Road

Moravian
Little Church on the Lane,
528 Moravian Lane

Presbyterian
Myers Park Presbyterian,
2501 Oxford Place

Society of Friends (Quaker)
Charlotte Friends Meeting,
2327 Remount Road

Property Insurance

The college insurance program is designed to provide protection for college property and does not include the personal property of students or others. It is suggested that students and their parents review their insurance plans to be sure coverage is extended to include personal effects while at college.

Quiet Hours

Campus quiet hours are to be observed Sunday-Thursday, from 11 p.m. - 7 a.m. Freshmen are to observe additional quiet hours Sunday-Thursday, 7 - 10 p.m. All students are asked to take responsibility for observing and enforcing these hours.

Quiet hours acknowledge the right of each student to study and sleep in her residence hall room with a minimum amount of disturbance. Students are asked to be considerate of others at all times.

Any residence hall wishing to extend quiet hours may do so by a vote of the resident students.

Refrigerator Rentals

A limited number of small refrigerators are available for rent on a first-come basis. Refrigerators rent for $5 per month. A $10 deposit also is required. The deposit will be refunded if the refrigerator is cleaned properly and turned in according to instructions.

Refrigerator rental is handled by the Office of Student Affairs.

Resident Assistants

Student resident assistants live on each floor of the residence halls. They are employed by the college to be of service to students and to assist in the smooth operation of each building.

Resident assistants are selected during Term II for the following year. The selection committee is made up of students and student affairs staff.

Room Assignments

Room assignments for the following academic year are made each spring by the Dean of Student Affairs. To be eligible to sign up, a student must pay a $150 room reservation fee in the Business Office. This fee is not refundable after May 1 and is credited to the room payment for the next year.

Procedures for room sign-ups will be announced in advance of the room deposit deadline in the spring.

Room Keys

Each Student is issued a card to the front doors of the residence halls, for access during the hours that the residence halls are locked. Replacement of this card will cost $10.00.

Each student is issued a key to her residence hall room at the time she checks in. If the room key is lost,

the student may request a replacement key in the Student Affairs office for which she will be charged $22.00 to re-key the lock. Any student failing to return her key when she checks out of the residence hall room will automatically be charged $22.00.

Each time a student locks herself out of her room and must be let in by a residence hall staff member, a fine of 50 cents before 12 midnight and $1.00 after midnight will be collected and placed in the residence hall social fund. If a Public Safety Officer must be called to let the student in, a $5.00 fee will be charged. At no time will one student be let into another student's room by a residence staff member without specific permission from the resident of the room.

Room and Roommate Changes

All room and roommate changes are to be approved by the appropriate Student Affairs staff member. Request forms for making room and roommate changes, available in the Student Affairs Office, must be completed and turned in before any changes will be approved. When such a change is made, the student or students moving must follow all regular check-in and check-out procedures.

Room Damage Deposit

A room damage deposit of $50 is required of each student living in a residence hall. When a student leaves the residence hall permanently, the deposit will be refunded to her with interest, less the cost of any damages.

Search and Seizure

Entry by College residence hall staff into occupied rooms and storage rooms in residence halls, and in student cars, is divided into three categories: inspection, search, and emergency.

Inspection: Inspection is entry into an occupied room in order to determine the health and safety conditions of the room, to check the physical condition of the room, to make repairs on facilities, or to perform janitorial operations. Scheduled inspections by off-campus authorities shall be preceded, if possible, by 24 hours' notice to the students.

During the inspection, there will be no search of drawers, closets or personal belongings.

Search: Search is the entry into an occupied room for the purpose of investigating suspected violation of the campus regulations and/or city, state, or federal law. Legal search warrants issued by state courts will be served as directed by the warrants. Every effort will be made to have a representative of the Dean of Student Affairs accompany the officers and observe the search. College personnel will not enter a room for purposes of search without permission from the resident(s) or prior permission from the Dean of Student Affairs or Area Coordinator. Any search must be verified in writing to the student(s) by the person receiving permission to search.

A request for permission to search may be made by the residence hall staff when reasonable cause exists to suspect that violation is occurring or has occurred. There must

also be at least two people present during the search.

A copy of the authorization form must be presented to the resident(s) or left in the room if the resident(s) are absent. The authorization form shall list reasons for search and items sought. If any items are taken from the room, a signed receipt listing each item will be given to the resident(s) or left in the room.

Emergency: An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons, property or the building itself.

Self-Limiting Hours

Self-limiting hours permit students to leave the residence hall after curfew or to return to the residence hall between curfew and 6 a.m. A return after 6 a.m. is considered an overnight.

All students, with the exception of first-term freshmen, are eligible for self-limiting hours. Students under 21 years of age must have parental approval on file in the Student Affairs office. Approval forms are sent to students and their parents after first-term of the freshmen year.

First-term freshmen must be in the residence hall by 1:00 a.m., Sunday-Thursday, and by 2 a.m. Friday and Saturday nights. No exceptions will be made unless an emergency arises at which time the parent may call the Student Affairs official on duty. The Office of Student Affairs will not accept telephone calls from parents permitting a student to return after hours except in such emergencies.

Single Rooms

A limited number of rooms may be designated as private rooms depending on college enrollment. A student may request assignment to a private room. Priority for private rooms is based on seniority and the lottery number drawn. An additional fee of $177.50 per term is charged for a single room if it is requested and assigned. If a student occupies a single room for less than a full term, the fee will be pro-rated at $10.50 per week. A first-term freshman or transfer will not be charged for a single room if she is assigned one without having requested it.

One week after classes begin each semester, each student in a single room who did not request it will be given the opportunity to work with the Student Affairs staff to arrange to move in with another student or to have another student move in with her. If she remains in the room by herself, she will be charged the single room fee of $10.50 per week for the remainder of the term. A student whose roommate moves and who is willing to accept another roommate, but where no assignment can be made, will not be billed the additional charge.

Storage

Storage areas are available in all residence halls. Trunks, luggage and other items may be kept during both the school year and the summer months. Each storage area is kept locked. When a student wishes to remove an item from the storage room, a residence hall staff member will unlock the room for her. All items which can be stored must be kept in the storage rooms

and not in the halls, lounges, or study rooms. Storage items should be tagged with the student's name and room number and the date placed in storage.

The college assumes no responsibility for items in storage. If items are left in storage more than one calendar year, they bcome the property of Queens College.

Sunbathing

A patio in Harris Hall and a concourse by Long Hall provide area for sunbathing. All sunbathing apparel is restricted to these areas on the back campus.

Telephones

Campus telephones are provided in each residence hall for local and on-campus calls.

Pay telephones are available in all residence halls for long distance calls.

Students may have private telephones installed in their rooms; however, the college accepts no responsibility for the installation, billing or disconnection of telephones. All arrangements for telephones are to be made between the student and Southern Bell Telephone Co. It is the responsibility of each student to be present when her telephone is installed, repaired or disconnected. The disconnection of private telephones must be completed prior to residence hall check-out at the end of the year.

Appendix

This appendix to the Queens College Student Handbook for 1986-87 includes the constitution for the Student Government Association.

Student Government Association Constitution and By-Laws

Article I

Name

The name of this organization shall be the Queens College Student Government Association.

Article II

Purpose

The purpose of this organization shall be to provide its members with the instruments of self-government and to serve as the guardian of student rights. The Association shall strive to create a spirit of unity within the Queens community, to develop in its members a sense of individual responsibility, and to promote high standards of integrity and conduct. The Association shall provide channels for the development of legislation, justice, programming, and publications among the students in the Queens College of Arts and Sciences.

Article III

Membership

All undergraduate students on matriculation to the College of Arts and Sciences acknowledge their membership in the Student Government Association.

Section A. Rights of Members. Members of the Association have the following rights:

1. to attend meetings of the Senate,

2. to vote in all Student Government Association elections pertaining to their academic class or place of residence,

3. to contest an election, (see SGA By-Laws, Article I)

4. to petition the Senate, (see SGA By-Laws, Article II)

5. to initiate legislation, (see SGA By-Laws, Article III)

6. to challenge the decisions of the Senate, the Honor Council, or the Dorm Council, (see SGA By-Laws, Article IV), and

7. to propose amendments to the Student Government Association Constitution and By-Laws, (see Article XVII).

Article IV

Finances

Section A. Source of Funds. The source of funds for the Student Government Association shall be the activities fees paid by its members, which are included in the tuition fees collected by the College, and duly set aside for the Student Government Association by the College Comptroller.

Section B. Budget Committee. The Budget Committee of the Association shall determine, on an annual basis, the allotment of funds to the four branches of the Association and to other clubs and organizations that are eligible for such funding.

1. The Student Government Association Treasurer shall serve as Chairwoman of the Budget Committee. She shall have the following duties:

a. to call all meetings of the Committee,

b. to oversee communication between the Committee and all student organizations that are eligible for Student Government Association funding,

c. to appoint from among the elected members a Co-Chairwoman who shall assist her

in representing the Committee to the organizations of the Student Government Association,

d. to receive from the College Comptroller the number representative of the total budget of the Association,

e. to receive budgets from organizations desiring funds,

f. to present, in written form, the Committee's decisions on funding for all organizations to those organizations and to the Executive Committee,

g. to make copies of the final budget available to all members of the Association.

2. There shall be four elected members on the Budget Committee. Members must be eligible to represent the College and may be from any academic class. Members may hold other elected offices, provided those offices are not of an executive nature.

Section C. Dispensation of Funds. Annual budget allocations shall be determined by the Student Government Association Budget Committee. To appeal the Budget Committee's decision, organizations of the Association may petition the Senate. The Senate shall then reevaluate the Budget Committee's decision and may alter the allocation of funds to all organizations. The Senate's decision shall be final.

Section D. Use of Funds. Inappropriate use of funds shall include the following:
1. Purchase of alcoholic beverages.
2. Sponsoring of events to which attendance is not open to all members of the Association without prior approval of the Senate.

Article V

Organizations of the Association

The Student Government Association shall encompass four branches of government. Branch responsibilities and names shall be as follows:

Section A. Executive Committee. The Executive Committee shall serve as a liaison between the Student Government Association and the College administration and faculty. Also, the Executive Committee shall serve to facilitate communication and cooperation among the four branches of the Student Government Association.

Section B. Legislative Branch. The legislative authority and responsibility of the Association shall be vested in the Senate.

Section C. Judicial Branch. The judicial authority and responsibility of the Association shall be divided between the Honor Council and the Dorm Council as specified in their respective statements of purposes.

Section D. Activities Branch. The programming authority and responsibility of the Association shall be vested in the College Union and its Board of Directors.

Section E. Publications Branch. The authority and responsibility for student publications shall be vested in the Publications Board.

Article VI

Officers of the Association

The Student Government Association shall have four executive officers: President, Vice President, Treasurer, and Secretary. These officers each must have a cumulative grade point average of at least 2.5 and be eligible to represent the College. (See *Bulletin*, Eligibility to Represent the College.)

Section A. President. The President, who shall be a senior (except in case of mid-term succession) who has been a member of the Association for at least two semesters prior to her campaign for office shall have the following duties:

1. to call, plan the agenda for, and preside over any meeting of the Association.

2. to serve as the official representative of the Student Body of the College of Arts and Sciences.

3. to serve as the President of the Senate (see Article VIII).

4. to serve as Chairwoman of the Student Government Association Executive Committee (see Article XI).

5. to serve as a member of the Appeals Board (see Article XI).

6. to be familiar with the constitution of this Association and its By-laws.

Section B. Vice President. The Vice President, who shall be junior or a senior, shall have the following duties:

1. to accept the responsibilities of the President in case of her absence.

2. to serve as Vice President of the Senate (see Article VIII).

3. to serve as Vice Chairwoman of the Student Government Association Executive Committee. (See Article VII).

4. to serve as Chairwoman of the Student Government Association Elections Committee.

5. to serve as a member of the Appeals Board (see Article XI).

6. to be familiar with the Constitution of this Association and its By-laws.

Section C. Treasurer, The Treasurer, who shall be a junior or senior, shall have the following duties:

1. to act as the Financial Officer of the Student Government Association.

2. to serve as Chairwoman of the Student Government Association Budget Committee.

3. to serve as Treasurer of the Senate (see Article VIII).

4. to serve a member of the Student Government Association Executive Committee (see Article VII).

5. to be familiar with the Constitution of this Association and its By-laws.

Section D. Secretary. The Secretary, who shall be a sophomore, junior, or senior, shall have the following duties:

1. to keep in permanent form, minutes of any meetings of the Association.

2. to attend to any official correspondence of the Student Government Association.

3. to serve as Secretary of the Senate (See Article VIII).

4. to be familiar with the constitution of this Association and its Bylaws.

Section E. Elections. Elections for the offices of President, Vice President, Treasurer, and Secretary of the Student Government Association shall be held during Phase I of the Student Government Association elections.

Article VII

Executive Committee

Section A. Name. The name of this organization shall be the Student Government Association Executive Committee.

Section B. Purpose. The purpose of the Student Government Association Executive Committee shall be to provide open lines of communication among the four branches of the Student Government Association and to promote a spirit of unity and common purpose throughout the whole of the Student Government Association. The Committee shall serve as a liaison between the College administration and faculty and the members of the Student Government Association.

Section C. Members and Their Duties.

The Student Government Association Executive Committee shall have eight student members.

1. Members shall be:

a. the President of the Student Government Association, who shall serve as Chairwoman,

b. the Vice President of the Student Government Association, who shall serve as Vice Chairwoman,

c. the Treasurer of the Student Government Association,

d. the President of the Honor Council,

e. the President of the Dorm Council,

f. the President of the College Union Board of Directors,

g. the Treasurer of the College Union Board of Directors,

h. the President of the Publications Board,

2. The Chairwoman shall have the responsibility to call, plan the agenda for, and preside over all meetings of the Committee.

3. The Vice Chairwoman shall assist the Chairwoman in fulfilling her duties, and shall assume the duties of the Chairwoman in case of her absence.

4. The Secretary shall be selected by the Committee from among its elected members at its first meeting following Phase I elections. The Secretary shall have the following duties:

a. to keep, in permanent form, the minutes of all meetings,

b. to distribute at each meeting, copies of the minutes from the previous meeting to the members of the Committee,

c. to attend to any official correspondence of the Committee.

5. Members of the Executive Committee shall be responsible for attending all meetings of the Committee, and bringing to the Committee reports on the activities, concerns, and finances of their respective branches of student government.

Article VIII

Legislative Branch—Senate

Section A. Name. The name of this organization shall be the Queens College Senate.

Senate B. Purpose. The purpose of this organization shall be to provide the students of Queens College with a body suited for handling the legislative concerns of the Student Government Association. Furthermore, it shall be the responsibility of the Senate to pursue the legislative interests of

the Student Body, concerning both on-campus policy that relates to student life and state and local political issues that are of interest to Queens students. The Senate shall be that organization of the Association which most accurately represents, on a numerical basis, the different sectors of the Association's membership.

Section C. Members, Their Qualifications and Duties. Membership on the Senate shall consist of elected and appointed student members and one faculty adviser.

1. Qualifications of Student Members:

Students serving on the Senate must have a cumulative grade point average of at least 2.5 and be eligible to represent the College. (See *Bulletin*, Eligibility to Represent the College.)

2. President. The President, who shall be the President of the Student Government Association, shall have the following duties:

a. to call, plan the agenda for, and preside over all meetings of the Senate.

b. to confer with the President of the College, Vice President for Academic Affairs, and the Dean of Student Affairs when necessary.

c. to be responsible for the coordination of all ad hoc and appointed Senate committees.

d. to serve on the Appeals Board.

e. to be responsible for the participation of Queens students in legislative matters at the local, state, and national levels.

f. to be the main point of contact for members of the Association desiring legislative action with regard to student life.

3. Vice President. The Vice President, who shall be the Vice President of the Student Government Association, shall have the following duties:

a. to assist the president in the execution of her duties and to preside at meetings of the Senate in the absence of the President.

b. to serve as Senate Parliamentarian.

c. to serve as a member of the Appeals Board.

4. Secretary. The Secretary, who shall be the Secretary of the Student Government Association, shall have the following duties:

a. to keep, in permanent form, minutes of all Senate meetings.

b. to attend to any official correspondence of the Senate.

c. to give members written notice of any called meetings at least 24 hours prior to such a meeting.

5. Treasurer. The Treasurer, who shall be the Treasurer of the Student Government Association, shall have the following duties:

a. to act as the financial officer of the Senate.

b. to supervise a record of all financial transactions of the Senate.

c. to serve as financial recorder for all groups affiliated with the Student Government Association that do not fall under the leadership of the College Union Board of Directors.

6. Senators.

a. Senators shall fall under three categories, each having equal importance.

The first category shall be Senators who are representative of their constituents' academic classification. These are *Class Presidents.*

The second category shall be Senators who are representative of their constituents' place of residence. These are *Dorm Representatives* and *Day Students Representatives.* (The New Dimensions Club President represents a specific sector of the overall Day Student population.) The number of Senators who represent a given dorm or the Day Student population shall be determined as follows: There shall be one representative for every 66 students. If 66 does not divide evenly into the number of a given population and the remainder is greater than 33, an additional representative shall be added for that population. Every dorm shall have at least one representative even if there are fewer than 66 members of the Association living in that dorm.

The third category of senators shall be those who are appointed to their positions by the Senate. These are the student representatives to the Faculty Committees: one (1) from the Educational Policies and Curriculum Committee and one (1) from the Student Life Committee.

In addition to these student representatives to Faculty Committees there shall be the following representatives that will not serve as Senators except as indicated above: Awards Committee (2), Educational Policies and Curriculum Committee (3) — one of which must be a New Dimensions student), Honors Committee (2), Library Committee (2), Student Life Committee (2), Student Qualifications Committee (2), Teacher Education Committee (2).

These representatives shall be selected by the senators at the beginning of the Fall Term. These student representatives will serve for the entire school year. Students are invited by the Faculty to take part on these committees; the Queens College student body should regard this participation as a privilege.

b. All Senators shall have the following duties:

1) to attend all meetings of the Senate.

2) to serve as a member of any ad hoc or appointed committee as deemed necessary by the President.

3) to fulfill tasks assigned in carrying out Senate business.

4) to be familiar with the Constitution and By-laws of the Queens College Student Government Association.

c. Senators who are Class Presidents shall have the following additional duties:

1) To be responsible for their class participation in Talent Night on Parents' Weekend and for the coordination of parents' weekends as follows:
Freshman — Mom's Weekend
Sophomore — Dads' Weekend
Junior — Parents' Weekend
Senior — Talent Night during Parents' Weekend

2) The Freshman Class President and the Senior Class President shall serve for the entire school year, even after Phase II elections.

d. Senators who are dorm or Day Student Representatives shall have the following additional duties:

1) To serve as counsel for students appearing before the Honor Council or the Dormitory Council if the student requests their services.

2) Dorm Representatives shall serve until Phase III elections in the Fall Term.

7. Adviser. The adviser, who shall be a member of the Queens College Faculty and may serve for more than one term, shall have the following duties:

a. to attend all meetings of the Senate.

b. to appoint a substitute Adviser should he or she be absent from a meeting.

c. to bring to the Senate any pertinent information and insights which his/her position affords him/her.

d. to be familiar with the Constitution and By-laws of the Queens College Student Government Association.

Section D. Termination of Membership.

1. Resignation of Members. Any member who finds it necessary to resign her position on the Senate must submit a written resignation to the Senate two weeks prior to the date she wishes the resignation to become effective. The Senate may decide, by a simple majority vote, to suspend the required two-week notice.

2. Release of an Officer or Senator. A member of the Senate may be considered for release from the Senate if her conduct or attitudes are contrary to the duties of the Senate.

a. Improper conduct and attitude shall be defined as any actions which render a student ineligible to represent the college. (See *Bulletin*, Eligibility to Represent the College.)

b. Negligence of duties shall be defined as more than two unexcused absences from Senate meetings and/or failure to complete tasks assigned in carrying out Senate business.

c. If a member's service to the Senate is questioned by a simple majority of the Senate, she will be asked to appear before the Senate to state her case at the next scheduled meeting.

d. To terminate a member's service to the Senate, a simple majority vote of the Senate or of that member's constituents shall be required after that member's case has been heard.

e. The member being considered for release will be notified in writing of the senate's decision within 48 hours of the Senate's vote.

3. Replacing an Officer. On resignation or release of the President, Vice President, Secretary, or Treasurer, a new officer will be elected from the remaining members of the Senate by a simple majority vote of the members. Should no member of the Senate wish to fill the vacant office, the Senate will announce the vacancy to the association, take applications for the position, and elect a new officer from among the applications.

4. Replacing a Senator. On resignation or release of a Senator, a new one will be elected from among the members of the Association by the members of the Senate.

5. Replacing an Adviser. On resignation or release of the Adviser, a new Adviser will be elected according to Section H of this article of the SGA Constitution.

Section E. Voting. All members of the Senate, including the Adviser shall have one vote. The President shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Senate shall be 13 members (two-thirds), including the President and the Adviser. If necessary, quorum may be adjusted by the President, given the approval of the Dean of Student Affairs.

Section G. Meetings. Regular meetings shall be held no less than twice monthly and when the President deems it necessary to have a called meeting.

1. All meetings of the Senate shall be open to members of the Association, except when the Senate feels the need to enter Executive

Session. The Senate may enter Executive Session by a two-thirds majority vote of the members present. While in Executive Session, only the voting members of the Senate shall be allowed in the meeting room.

2. Special meetings shall be called to discuss business not covered at the regular meeting or to discuss termination of membership.

3. Special meetings shall be called by the President. The Secretary shall notify members of the details of the meeting place and time no less than 48 hours prior to the meeting.

4. Fifty percent of the membership may, by petition, call special meeting.

Section H. Elections. Elections for officers of the Senate shall be held according to the specifications of the Student Government Association By-laws.

1. Elections for the offices of Sophomore Class President, Junior Class President, and Senior Class President shall be held during Phase II of the Student Government Association elections.

2. Elections for the offices of Long Dorm Senator, Belk Dorm Senator, Wallace Dorm Senator, Harris Dorm Senator, Seat #1, and Seat #2, Day Student Senator Seat #1, to be filled by the President of Delta Sigma Alpha, Day Student Senator Seat #2, to be filled by the President of the New Dimensions Club (or her designate), Day Student Senator #3, to be filled by any day student elected at large, and Freshman Class President shall be held during Phase III of the Student Government Association Elections. (The number of representatives for each population is based on the population figures of 1983, and Section C. of this Article.)

3. The selection of an Adviser for the Senate shall take place within four weeks after Phase II Elections. The Senate shall select an Adviser from among the members of the Faculty of the College of Arts and Sciences by a simple majority vote of the members of the Senate.

Article IX

Honor Council

Section A. Name. The name of this organization shall be the Queens College Honor Council.

Section B. Purpose. The purpose of the Honor Council shall be to investigate and act upon any alleged violations of the Honor Code including truthfulness at all times, respect for the property of others and absolute honesty in the performance of all academic work. The Honor Council shall hear any cases where the alleged violation is punishable by state law. The Honor Council shall hear all cases referred to it by the Dorm Council or the Dean of Student Affairs. The Honor Council shall act as the Board of Final Appeal for all appealed Dorm Council decisions.

Section C. Members. Their Qualifications and Duties. Membership on the Honor Council shall consist of eight members of the Association and two faculty advisers.

1. *Qualifications of Student Members.* Students serving on the Honor Concil must have a cumulative grade point average of at least 2.5 and be eligible to represent the college. (See *Bulletin*, Eligibility to Represent College.) All members must maintain conduct and attitudes consistent with the purpose of the Honor Council.

2. *President.* The President, who shall be a senior (except in case of mid-term succession), shall have the following duties:

a. to call and preside over meetings of the Honor Council.

b. to set in motion an investigating committee in cases where it is deemed necessary, including all violations of an academic nature.

c. to confer with the Dean of Student Affairs whenever necessary.

d. to serve as a member of the Appeals Board.

e. to represent the Honor Council on the Student Government Association Executive Committee.

f. to prepare, in conjunction with the Secretary, the Honor Council's annual budget.

g. to confer regularly with the Dorm Council President.

h. to be familiar with this article of the Student Government Constitution, the Honor Council By-laws, and the Judicial Process as outlined in the *Student Handbook.*

3. *Vice President.* The Vice President, who shall be a junior or senior, shall have the following duties:

a. to assist the President in the execution of her duties and to preside at meetings of the Council in the absence of the President.

b. to serve, in the absence of the President, as a member of the Appeals Board.

c. to give written notice to any alleged violator of her required attendance at an Honor Council meeting at least 48 hours prior to that meeting. This notice must be delivered in person, and a statement must be signed by the alleged violator and the Vice President indicating that the notice has been received. The 48 hour notice may be waived via a statement signed by the alleged violator and the Vice President.

d. to serve as Chairwoman of any investigating committee, except when otherwise designated by the President of the Council.

e. to give, in written form, the names of the alleged violators to the President, Secretary, and Advisers at least 24 hours prior to the meeting at which these alleged violators will appear.

f. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

4. *Secretary.* The Secretary, who shall be a sophomore, junior, or senior, shall have the following duties:

a. to keep in permanent form, minutes of all meetings of the Council.

b. to give to the Dean of Student Affairs, the Honor Council President, and the Dorm Council President a written copy of any decisions which must be placed in a student's permanent file.

c. to give members written notice of any called meetings at least 24 hours prior to the meeting.

d. to handle financial transactions for the Council when necessary, and to consult with the President about the Council's financial matters.

e. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

5. *Class Representatives.* Class representatives shall be elected as follows from each of the sophomore, junior, and senior classes:
Senior - 1
Junior - 2
Sophomore - 2
These representatives shall have the following duties:

a. to attend all meetings of the Honor Council.

b. to serve as a member of any investigating committee if so requested by the Vice President, and to complete the assignments of the Vice President while serving on an investigating committee.

c. to chair an investigating committee if so requested by the President.

d. to remain on campus during exam week each semester in order to hear any cases that might develop. (See By-Laws for specifications).

e. to fulfill all tasks assigned in carrying out Honor Council business.

f. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

6. Qualifications of Adviser. The Adviser must be a member of the Queens College Faculty and must maintain conduct and attitudes that are consistent with the purpose of the Honor Council.

7. *Council Appointed Adviser.* One Adviser shall be selected by the President of the Honor Council in consultation with the Dean of Student Affairs and the Honor Council members. The Adviser, who may be selected for more than one term, shall have the following duties:

a. to attend all meetings of the Honor Council.

b. to appoint a substitute Adviser should he or she be absent from a meeting.

c. to advise the President on matters of procedure.

d. to serve as a member of any investigating committee if so requested by the Vice President, and to complete the assignments of the Vice President while serving on an investigating committee.

e. to chair an investigating committee if so requested by the President.

f. to remain on campus during exam week each semester in order to hear any cases that might develop. (See By-Laws for specifications.)

g. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

8. Faculty Appointed Advisers. The faculty shall choose two advisers to serve on the Honor Council. One of these advisers shall serve only as an alternate. These advisers shall have the following duties:

a. to attend all meetings of the Honor Council.

b. to serve as a liaison between the Honor Council and the Faculty.

c. to advise the President on matters of procedure.

d. to serve as member of any investigating committee if so requested by the Vice President, and to complete any assignments of the Vice President while serving on an investigating committee.

e. to chair an investigating committee if so requested by the President.

f. to remain on campus during exam week each semester in order to hear any cases that might develop. (See By-Laws for specifications.)

g. to be familiar with this article of the Student Government Association, Constitution of the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

Section D. Termination of Membership.

1. *Resignation of Officers.* An officer who finds it necessary to resign her office must submit a written resignation to the Council two weeks prior to the date she wishes the resignation to become effective. The council may decide, by simple majority vote, to suspend the required two-week notice.

2. *Resignation of Class Representatives or the Adviser.* Any Class representative or Adviser who finds it necessary to resign her or his position must submit a written resignation to the President at least two weeks prior to the date she wishes the resignation to become effective. The Council may decide, by simple majority vote, to suspend the required two-week notice.

3. *Release of an Officer, Class Representative, or Adviser.* A member of the Honor Council may be considered for release from the Council if her or his conduct or attitudes are contrary to the purpose of the Honor Council and/or if he or she becomes negligent of his or her duties of the Council.

a. Improper conduct and attitude shall be defined as any actions which render a student ineligible to represent the college. (See *Bulletin*, Eligibility to Represent College.)

b. Negligence of duties shall be defined as more than two unexcused absences from Council meetings and/or failure to complete tasks assigned in the carrying out of Council business.

c. If a member's service to the Council is questioned by a simple majority of the Council, she or he will be asked to appear before the Council to state her or his case at the next scheduled meeting.

d. Termination of a member's service to the Honor Council shall require a simple majority vote of the Council after that member's case has been heard.

e. The member being considered for release will receive written notification of the Council's decision within 48 hours of the Council's vote.

4. *Replacing an Officer.* On resignation of the President, Vice President, or Secretary, a new officer will be elected from the remaining members of the Council by a simple majority vote. Should no member of the Council wish to fill the vacant office, the Council will announce the vacancy to the Association, take applications for the position, and elect a new officer from among the applicants.

5. *Replacing a Class Representative.* On resignation of a class representative, a new class representative will be elected by the Council from among the Association.

6. *Replacing an Adviser.* On resignation of an Adviser, a new Adviser will be selected according to Article IX, Section C, Numbers 7 and 8.

Section E. Voting. All members of the Honor Council, including the Advisers, shall have one vote. The Chair of any investigating committee shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Honor Council shall be seven members including the President and both Advisers. If necessary, quorum may be adjusted by the President, given the approval of the Dean of Student Affairs.

Section G. Meetings. Regular meetings, shall be held weekly and when the President deems it necessary to have a called meeting.

1. Unless otherwise publicized by the Honor Council, all meetings of the Council are closed, and all business strictly confidential.

2. Special meetings shall be called to act on student cases not heard at the regular meeting, to discuss termination of membership, to discuss business not covered at the regular meetings, or to hear appeals of Dormitory Council decisions.

3. Special meetings shall be called by the President. The President shall notify the Secretary, who will notify members as stated in her duties.

4. Fifty percent of the membership may, by petition, call a special meeting.

Section H. Elections. Elections for the offices of President, Vice President, and Secretary of the Honor Council shall be held during Phase I of the Student Government Association elections. The class representatives shall be elected during Phase II of these elections.

Article X

Dormitory Council

Section A. Name. The name of this organization shall be the Queens College Dormitory Council.

Section B. Purpose. The Dormitory Council shall be the daughter council of the Honor Council. The purpose of the Dormitory Council shall be to investigate and act upon any violations of residence hall regulations. Exceptions to this shall be any violations which occur in the residence hall and are punishable by state law, or any violations of the Honor Pledge. The Dormitory Council

reserves the right to refer any case to the Honor Council or to the Dean of Student Affairs, either before or after hearing the case.

Section C. Members, Their Qualifications and Duties. Membership on the Dormitory Council shall consist of three officers elected from among the Association and a representive(s) from each dormitory which houses members of the Association. The President of Delta Sigma Alpha shall serve as a member of the Council in the event that a day student should appear before the Council.

1. *Qualifications of Members.* Members of the Dormitory Council must have a cumulative grade point average of at least 2.5, be eligible to represent the college, and must maintain conduct and attitudes consistent with the purpose of the Dormitory Council. (See *Bulletin*, Eligibility to Represent the College.) It is strongly recommended that the President and Vice-President have previous experience on the Council.

2. *President.* The President, who shall be a junior or senior and may reside in any dormitory, shall have the following duties:

a. to call and preside over all meetings of the Dormitory Council.

b. to set in motion an investigating committee in cases where it is deemed necessary.

c. to confer with the Dean of Student Affairs whenever necessary.

d. to represent the Dormitory Council on the Student Government Association Executive Committee.

e. to prepare, in conjunction with the Vice President and the Honor Council President, the Dormitory Council's annual budget.

f. to serve as a non-voting member of the Honor Council when it meets to hear an appeal of a Dormitory Council decision. She reserves the right to appoint a substitute from among the Dormitory Council members to represent the Dormitory Council at such an Honor Council meeting.

g. to confer regularly with the Honor Council President.

h. to be familiar with this article of the Student Government Association Constitution and its By-Laws.

3. *Vice President.* The Vice President, who shall be a junior or senior and may reside in any dormitory, shall have the following duties:

a. to assist the President in the execution of her duties.

b. to assume the responsibilities of the President in case of her absence.

c. to give written notice to any alleged violator of her required attendance at a Dormitory Council meeting at least 48 hours prior to that meeting. This notice may be delivered in person or be mailed.

d. to serve as Chairwoman of any investigating committee when so requested by the President.

e. to give, in written form, the names of the alleged violators to the President at least 24 hours before the meeting at which these alleged violators will appear.

f. to administer automatic penalties to first-time violators of curfew regulations.

g. to be familiar with this article of the Student Government Association Constitution and its By-Laws.

4. *Secretary.* The Secretary, who shall be a sophomore, junior, or senior and may reside in any dormitory, shall have the following duties:

a. to keep, in permanent form, the minutes of all Dormitory Council meetings.

b. to give a complete copy of the minutes of each meeting to the Dormitory Council President, the Honor Council President and the Dean of Student Affairs no later than 24 hours after each meeting.

c. to give members written notice of any called meeting at least 24 hours prior to such a meeting.

d. to handle financial transactions for the Council when necessary, and to consult with the President about the Council's financial matters.

e. to be familiar with this article of the Student Government Association Constitution and its By-Laws.

5. *Dormitory Representatives.* Dormitory Representatives shall have the following duties:

a. to attend all meetings of the Dormitory Council.

b. to serve as a member of any investigating committee, if so requested by the Vice President, and to complete the assignments of the Vice President while serving on an investigating committee.

c. to chair an investigating committee if so requested by the President.

d. to fulfill all tasks assigned in carrying out the business of the Dormitory Council.

e. to be familiar with this article of the constitution, the By-Laws of the Dormitory Council, and the Judicial Process as outlined in the *Student Handbook.*

6. Council Appointed Adviser. One Adviser shall be selected by the President of the

Dormitory Council in consultation with the Dean of Student Affairs and the Dorm Council members. The Adviser, who may be selected for more than one term, shall have the following duties:

a. to attend all meetings of the Dormitory Council

b. to appoint a substitute Adviser should he or she be absent from a meeting

c. to advise the President on matters of procedure

d. to serve as a member of any investigating committee if so requested by the Vice President, and to complete the assignments of the Vice President while serving on an investigating committee.

e. to chair an investigating committee if so requested by the President

f. to be familiar with this article of the Student Government Association Constitution, the Dormitory Council By-Laws, and the Judicial Process as outlined in the Student Handbook.

Section D. Termination of Membership. Termination procedures for members of the Dormitory Council shall be the same procedures used for the Honor Council. See Article IX, Section D, Numbers 1 through 5.

Section E. Voting. All members of the Dormitory Council shall have only one vote. The Vice President shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Dormitory Council shall be six members, including the President. If necessary, quorum may be adjusted by the President, given the approval of the Dean of Student Affairs.

Section G. Meetings. Regular meetings shall be held weekly and when the President deems it necessary to have a called meeting.

a. Unless otherwise publicized by the Council, all meetings of the Council are closed and all business discussed is strictly confidential.

b. Special meetings shall be called to act on cases not heard at the regular meeting, to discuss termination of membership, or to discuss business not covered at the regular meeting.

c. Special meetings shall be called by the President. The President shall notify the Secretary, who shall notify members as stated in her duties.

d. Fifty percent of the membership may, by petition, call a special meeting.

Section H. Elections. Elections for the offices of President, Vice President, and Secretary of the Dormitory Council shall be held during Phase I of the Student Government Association elections. The dormitory representatives shall be elected during Phase III of these elections.

Article XI

Judicial Branch—Appeals Board

Section A. Name. The name of this organization shall be the Queens College Appeals Board.

Section B. Purpose. The Appeals Board shall hear and act upon all cases where an alleged violator chooses to appeal the decision of the Honor Council or the Dean of Student Affairs. The Appeals Board shall hear any case in which the Honor Council recommends suspension from the College.

Section C. Method of Appeal. To bring her case to the Appeals Board a student must submit a written appeal of the decision rendered by the Honor Council or the Dean of Student Affairs to the office of Student Affairs within 24 hours of receiving the decision.

1. The Appeals Board shall hear and act on a case within one week of the submission of the appeal.

2. The Appeals Board may uphold or over turn the decision being appealed, as well as decrease or increase the severity of the sanction rendered.

Section D. Membership. The Appeals Board membership shall consist of four students, two administrators, and one faculty member as follows:

1. The Student Government Association President;

2. The Student Government Association Vice President;

3. A designated student member of the Student Life Committee of the faculty;

4. The Chairperson of the Faculty Administration Council;

5. The Vice President of Academic Affairs, or the academic administrator she/he designates.

6. The Dean of Student Affairs who shall serve as Chairperson of the Appeals Board and who shall appoint a secretary. and

7. The President of Honor Council or her designate who will serve as a non-voting member.

Section E. Voting. All members of the Board shall have one vote, except the Honor Council representative(s) who shall not vote. A simple majority of the voting members shall be necessary for the determination of the verdict and the sanction. In the event of a tie vote, the final decision shall be made by the President of the College.

Section F. Quorum. Quorum shall be two student members, two faculty/staff members and a representative from Honor Council.

Section G. Meetings. All meetings of the Appeals Board shall be called by the Chairwoman. All meetings of the Appeals Board shall be closed and all business discussed shall be strictly confidential.

Section H. Procedures.

1. A student submitting an appeal shall be entitled to select a counselor from the student body who has the rights and privileges explained in the Honor Council By-Laws.

2. In order to protect the rights of privacy of all persons involved in the appeals case, no member of the Appeals Board and no participant in the case shall discuss the proceedings in any way outside the hearing room. Exceptions to this rule of silence shall be the student who is appealing her case and her counselor who are entitled to discuss the case between themselves.

3. Written records of all proceedings of the Appeals Board shall be kept. Complete copies shall be filed with the Dean of Student Affairs.

Article XII

Judicial Branch—Final Appeal

Section A. Purpose. The President of the College shall hear and act upon all cases where an alleged violator chooses to appeal the decision of the Appeals Board.

Section B. Method of Appeal. To bring her case to final appeal a student must file a written appeal of her case to the Office of the President within 24 hours of receiving the decision of the Appeals Board.

Section C. Responsibilities of the President. When an appeal is filed with the President of the College, he or she shall have the following responsibilities:

1. The President of the College will notify the student of his or her receipt of her appeal within 24 hours of the submission of the appeal.

2. Within 24 hours of his or her receipt of an appeal, the President shall inform the Appeals Board and the Honor Council that the appeal has been filed.

3. The President will render a decision on the appeal within one week after he or she has acknowledged receipt of the appeal.

4. Within 48 hours of his or her decision concerning the case, the President shall send a copy of that decision to the Appeals Board and the Honor Council.

5. The President's decision is final and may not be appealed.

6. Complete copies of the President's decision shall be filed in the Student Affairs Office, the Office of the College of Arts and Sciences, and the Office of the President.

Article XIII

Sanctions

Violations of college standards, as expressed in the Honor Code, shall be applied to social as well as academic settings. Anyone in violation of the Honor Code is on her honor to report herself in writing to an Honor Council or Dormitory Council member within 24 hours after a violation occurs. Failure of an alleged violator to present the written report of a residence hall violation shall result in that violation being automatically reclassified as a major violation. Failure of an alleged violator to present the written report of a major violation shall be taken into account when the Honor Council is determining the violator's sanction.

Section A. Residence Hall Violations.

1. Definition. Residence hall violations are defined as violations of policies set down for residence hall living (ex. limited hours, undue noise, fire drill procedures, etc.), as outlined in the *Student Handbook.* Policies determined or changed during the year will be posted on official bulletin boards in each residence hall and communicated to students in residence hall meetings.

2. Sanctions. The sanctions for residence hall violations may include the folowing:

a. Warning. A notice in writing that continuation of this activity will result in a more severe sanction.

b. First offense: Dormitory Council may assign weekday or weekend nights of desk duty, or campus service hours. When curfew is violated, the Vice President has the authority to assign demerits according to the length of time a student is late. Demerits are assigned as follows: 1 demerit for every portion of an hour that a student is out past curfew up until the opening of the residence hall.

c. Second offense (during academic year): Desk duty on a Friday and/or Saturday night(s) or campus service hours.

d. Third offense: May be referred to Honor Council for continued disregard of residence hall violations or may be heard by the Dormitory Council and rendered such penalty as the Dormitory Council deems appropriate.

Note:

(1) Second and third offenses may be violations of the same or different residence hall regulations as the first offense.

(2) Desk duty assigned as a penalty does not take the place of duty on the regular rotation.

(3) Failure to sit desk duty assigned as a penalty will be a major offense.

(4) Students may be assigned desk duty in a residence hall other than the one in which they live.

(5) The Dormitory Council has original jurisdiction in cases where a student fails to abide by penalties set for residence hall violations or failing to appear when summoned by the Dormitory Council or its officials.

Section B. Major Violations.

1. Definition. Major violations are defined as those violations which:

a. involve the honor code per se: truthfulness at all times, respect for the property of others (including vandalism as well as stealing), and honesty in tests, examinations, papers, and all other academic assignments.

b. break college policies established by the Board of Trustees, i.e. the alcoholic beverage policy, the visitation policy and the drug policy.

c. are a deliberate avoidance of following established guidelines (ex. letting students into a locked building).

d. more than two violations of residence hall regulations during an academic year.

e. constitute any serious deviation from the standards of the College.

2. Sanctions. The sanctions for major violations may include the following:

a. Warning. A notice in writing that continuation of this activity will result in a more severe sanction.

b. Desk Duty. Additional nights of desk duty may be assigned to those persons brought before the Honor Council.

c. Campus Service. A student may be assigned to work a designated number of hours with a particular campus office.

d. Social Probation:

(1) Exclusion from privileges (including having limited hours and loss of visitation privileges) as specified by the Honor Council. Students on social probation lose the privilege of transferring from building to building; they must be in their residence hall by closing hour.

(2) Seniors placed on social probation will forfeit their key to the residence hall if one has been issued.

(3) Any residence hall or major violation during a period of social probation will receive a maximum penalty up to suspension for an indefinite period.

(4) The number of weeks of social probation will be at the discretion of the Honor Council with a minimum period of two weeks and a maximum of one year.

d. Restitution. Reimbursement for damage, defacement or misappropriation of property, whether that of the College, any member of the college community, or any guest on campus.

e. Recommendation of action to a faculty member. The Council may recommend a grade on a paper, test or course to the faculty member involved after determining that a student is guilty of an academic violation of the Honor Code.

f. Recommendation of suspension for a definate period. The student will be informed at the time of the decision when she will be eligible to return to the College. Cases involving a recommendation of suspension for a definite period will be reviewed automatically by the Appeals Board.

g. Recommendation of suspension for an indefinite period. Termination of student status for an unspecified period of time. The student will be able to apply for formal readmission to the College no earlier than one calendar year from the time of suspension. Cases involving a recommendation of suspension for an indefinite period will be reviewed automatically by the Appeals Board.

Note:

(1) The restitution sanction may be imposed either alone or in conjunction with another sanction. The Honor Council reserves the right to combine other sanctions.

(2) Academic violations of the Honor Code (cheating and intentional plagiarism) will result ordinarily in suspension from a course or the College.

(3) Anyone on social probation for six weeks or longer, or suspended from a class or from the College is ineligible to represent the College until the sanction is completed.

Article XIV

College Union

Section A. Name. The name of this organization shall be the College Union of Queens College.

Section B. Purpose. The purpose of this organization shall be to enhance Queens' community life through co-curricular planning of cultural, social, religious, and recreational events. The College Union shall give students the opportunity to take part in the planning, organizing, and expediting of Union sponsored events.

Section C. Membership. All members of the Student Government Association who play an active role in the planning and carrying out of events sponsored by the Standing Committees of the College Union shall be considered members of the College Union.

Members of the Union have the following rights:

1. to petition the Board of Directors of the College Union for action on event planning, budget decisions, and Board policy.

2. to seek appointment to positions within the Standing Committees and on the College Union Board of Directors.

Section D. Officers.

1. *President.* The President, who shall be a junior or senior and shall have served on the Board of Directors for one year in some capacity, shall have the following duties:

a. to call, plan the agenda for, and preside over all meetings of the Board and the Union.

b. to represent the Board on the Student Government Association Executive Committee.

c. to preside over committee chairwoman selections.

d. to be familiar with this article of the Constitution and the By-Laws of the College Union.

2. *Vice President.* The Vice President shall have the following duties:

a. to assist the President in fulfilling her duties.

b. to fulfill the President's duties in case of her absence, resignation, or release.

c. to assist the Secretary in maintaining contact with the campus publications about Board sponsored events.

d. to chair, possibly, one of the Standing Committee of the College Union.

e. to be familiar with this article of the Constitution and the By-Laws of the College Union.

3. *Secretary.* The Secretary shall have the following duties:

a. to record the minutes of all meetings of the Board and the Union.

b. to distribute copies of the minutes to the Board officers and to the adviser.

c. to attend to all correspondence to the Board.

d. to maintain contact with the campus publications about Board sponsored events.

e. to notify members of any special meetings of the Board.

f. to be familiar with this article of the Constitution and the By-Laws of the College Union.

4. *Treasurer.* The Treasurer shall have the following duties:

a. to plan the Board's annual budget, obtaining input from the Standing Committee Chairwomen and from the adviser.

b. to keep a permanent record of all committee expenditures.

c. to report on the Board's finances at Board meetings.

d. to represent the Board on the Student Government Association Executive Committee.

e. to be familiar with this article of the Constitution and the By-Laws of the College Union.

Section E. Standing Committees. There shall be six standing committees of the College Union. Each standing committee shall be represented on the College Union Board of Directors by its chairwoman. The Committees shall be as follows:

1. *Film Committee*—to be responsible for planning and promoting the campus film series.

2. *Recreation Committee*—to be responsible for coordinating athletic activities on campus such as: intramurals, tournaments, and games.

3. *Special Events Committee*—to be responsible for sponsoring the Crime Prevention Week party, the Christmas Tree Trim in Burwell Parlors, the May Day presentations, and other holiday or special occasion events the committee chooses to sponsor. Also, the Committee shall serve as a resource committee for the class presidents in sponsoring Stunt Night, Parents' Weekend, Dads' Weekend, and Moms' Weekend.

4. *Social Activities Committee*—to be responsible for dance weekends, mixers, and other social events.

5. *Cultural Events Committee*—to be responsible for organizing and planning for speakers, concerts, and symposia.

6. *Religious Life Committee*—to be responsible for all chapel services, fellowships, the Moravian Love Feast, and other religious activities within the Queens College community.

Section F. Meetings. All meetings of the College Union shall be called by the President and the Union members will be notified by the College Union Secretary.

Section G. Voting. All members of the College Union shall have one vote. The President shall vote only in the case of a tie.

Article XV

College Union Board of Directors

Section A. Name. The name of this organization shall be the College Union Board of Directors.

Section B. Purpose. The purpose of this organization shall be to direct and to repre-

sent the College Union. The Board of Directors shall oversee annual budget expenditures and requests, shall coordinate the planning and sponsorship of co-curricular activities and shall represent the College Union to the whole of the Student Government Association and to the Queens community.

Section C. Members Their Qualifications and Duties. Membership on the College Union Board of Directors shall consist of 10 members of the Association and one staff adviser.

1. *Qualifications of Student Members.* Students serving on the College Union Board of Directors must have been a member of the union for at least one semester and must be eligible to represent the college. (See *Bulletin*, Eligibility to Represent the College).

2. *Executive Officers.* The President, Vice President, Secretary, and Treasurer of the College Union shall be the Executive Officers of the Board of Directors. Their duties are outlined in Article XIV of this Constitution.

3. *Standing Committee Chairwomen.* The chairwomen of each Standing Committee shall, as a member of the Board of Directors, have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board all pertinent information with regard to her committee's activities, finances, and interests.

c. to serve on any ad hoc committees that are deemed necessary by the President.

d. to fulfill tasks assigned in carrying out Board business.

4. *Adviser.* The Adviser of the Board of Directors shall be the Activities Coordinator and shall have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board such information and advice as her/his position affords her/him.

c. to assist Board members in fulfilling tasks assigned for the carrying out of Board business.

d. to assist the President with the supervision of annual appointments.

Section D. Termination of Membership.

1. *Resignation of Officers.* An officer who finds it necessary to resign her office must submit a written resignation to the Board of Directors two weeks prior to the date she wishes the resignation to become effective. The Board may decide, by simple majority vote, to suspend the required two-week notice.

2. *Resignation of Standing Committee Chairwomen.* Any Standing Committee Chairwoman who finds it necessary to resign her position must submit a written resignation to the President at least two weeks prior to the date she wishes the resignation to become effective. The Board may decide, by a simple majority vote, to suspend the required two-week notice.

3. *Release of an Officer or Standing Committee Chairwoman.* A member of the Board of Directors may be considered for release from her position if her conduct is contrary to the purpose of the College Union or if she becomes negligent of the duties of her position in the College Union and on the Board of Directors.

a. Improper conduct shall be defined as violations of the College Union's purpose, Constitution, By-Laws, and/or actions which render the student ineligible to represent the college. (See *Bulletin*, Eligibility to Represent College.)

b. Negligence of duties shall be defined as excessive lack of input into her position as defined by these By-Laws, continuous absences (three absences without excuse or alternate representation—i.e. another member of the Standing Committee), or failure to carry out tasks assigned in business of the Board of Directors.

c. If a member's service is questioned by the Board of Directors, a Standing Committee member, or the adviser, she will be asked to appear before the Board of Directors to state her case at the next scheduled meeting.

d. To terminate a member's service to the College Union, it will take a simple majority vote of the Board after that member's case has been heard.

e. The member considered for release will receive written notification of the Board's decision within 48 hours of the Board's vote.

4. *Replacing an Officer.* On vacancy of the office of President, Vice President, Secretary, or Treasurer, a new officer will be elected from among the members of the College Union.

5. *Replacing a Standing Committee Chairwoman.* On vacancy of a position as Standing Committee Chairwoman, a new Chairwoman shall be selected from among the College Union membership by the Officers of the Board and the adviser.

Section E. Voting. All members of the Board of Directors, excluding the Adviser, shall have one vote. The President shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Board of Directors shall be seven members, including the President and the Adviser.

Section G. Meetings. Regular meetings shall

be held as deemed necessary by the President, provided meetings are held no less than twice monthly. Special meetings shall be called by the President or by petition of 50% of the members of the Board.

Section H. Annual Appointments. All positions on the College Union Board of Directors shall be filled by in-house selection. The new Board of Directors shall be installed the first week in April or as near that week as the college calendar permits.

1. *Election of Officers.* Election of Officers shall take place no longer than one month after the beginning of Term II. The Procedure shall be as follows:

a. Seniors who are members of the Board of Directors and other senior members of the Union whom the Board votes to include, shall form a nominating Committee.

b. This Nominating Committee shall meet and produce a slate of nominees, with two persons nominated for each executive position.

c. This slate of nominees shall be submitted to the full Board at its next meeting. At this time, any Board member who would like to make additional nominations for an executive position may do so.

d. After the slate of nominees is complete, the Board of Directors shall, at it next meeting, vote to select new officers.

2. *Selection of Standing Committee Chairwomen.* Selection of Standing Committee Chairwomen shall take place within two weeks after the new Officers are elected. The procedure shall be as follows:

a. The week in which new Officers are elected, each Standing Committee shall submit, as a result of committee vote, two nominees for the Chairwomanship of their committee to the new Board President. Also, any student who would like to self-nominate may do so by notifying the Board President of her interest.

b. The new Officers, the outgoing Chairwoman, and the Board Adviser shall constitute the Selection Committee. Exception to this shall be when an outgoing Chairwoman is reapplying or when she is a new Officer. In such cases, the Selection Committee will appoint another representative from the appropriate committee.

c. After all applicants have been interviewed, the Selection Committee will make its selection for the new chairwoman of each Standing Committee and will submit this list to the Board of Directors for final approval.

d. New Chairwomen shall work with the outgoing Chairwomen until the new Board of Directors is installed.

Article XVI

Publications Board

A. *Name.* The name of this organization shall be the Queens College Publications Board.

Section B. Purpose. The purpose of the Publications Board shall be to promote professionalism and interest in student publications. The Publications Board shall serve as a financial liaison between the Budget Committee and the student publications and the Senate and the student publications by assisting the editors in the preparation and presentation of their annual budgets. The Publications Board shall aim to insure continuity of leadership in the publications branch through careful appointment of editors and the Publications Board President.

Section C. Members and Their Duties. The Publications Board shall have four student members, three faculty members, and one member from the administration.

1. *Members shall be:*

a. the President of the Publications Board.

b. the editor of each student publication.

c. the faculty adviser of each student publication.

d. the Vice President for Academic Affairs or her/his designate.

2. *President.* The President shall be a junior or senior, may not hold a major editorial position on any of the student publications, and shall be appointed by the Board each year. She shall have the following duties:

a. to call, plan the agenda for, and preside over all meetings of the Board.

b. to assist the editors in maintaining adequate communication with the whole of the community.

c. to supervise the Board's procedures for internal auditing of the publications on a regular basis.

d. to supervise the Board's appointment of editors. (See By-Laws.)

e. to supervise the Board's appointment of the President (see By-laws.)

f. to represent the Publications Board on the Student Government Association Executive Committee.

g. to receive any complaints from members of the community about any student publication and to act on such complaints according to Board policy.

3. *Editors:* The Editor-in-Chief of each student publication shall be a member of the

Publications Board and shall have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board any pertinent information regarding their respective staffs and publications.

c. to comply and assist with the Board's procedures for internally auditing publications.

d. to assist with the Board's annual appointment of editors, and of the Publication's Board President.

4. *Advisers and the Vice President for Academic Affairs.* The Advisers and the Vice President shall be members of the Publications Board and shall have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board any insights and information about the business of student publications which their respective positions afford them.

c. to assist the Board with the regular internal auditing of publications.

d. to assist the Board with the annual appointments of editors and the Board President.

Section D. Voting. All members of the Publications Board shall have one vote. The President shall vote only in case of a tie.

Section E. Quorum. Quorum shall consist of the President and at least one representative, either faculty or student, from each publication.

Section F. Meetings. The Publications Board shall meet at least twice each semester and at the discretion of the Board President. Unless publicized by the Board, all meetings of the Board are closed.

Section G. Annual Appointments. The Board shall appoint its President and editors each year. An incumbent President or editor wishing re-appointment to her post must apply for such reappointment at the close of her current term. The Publications Board By-Laws shall make the necessary specifications with regard to annual appointments.

Bylaws

Article I

Elections

Section A. Supervision of Elections

1. The Student Government Association Elections Committee shall supervise all elections pertaining to the functions of the Student Government. Association, including all special elections (see Section G) and run-off elections (see Section E).

2. The Elections Committee shall be chaired by the Vice President of the Association.

3. At the beginning of the spring semester, the Elections Committee Chairwoman, shall appoint a co-chairwoman whose appointment shall become final on the approval of the Senate.

4. The Co-Chairwoman's primary responsibility shall be to serve as Chairwoman of the Nominating Committee for Phases I and II of the Student Government Association elections (see Section C). She shall not serve as Co-Chairwoman for Phase III of elections. She may not run for office while serving as Elections Committee Co-Chairwoman.

5. Elections Committee members shall have the following duties:

a. to approve students for membership on the Nominating Committee.

b. to print the final ballots for all elections.

c. to be responsible for the distribution, security, and confidentiality of absentee ballots.

d. to monitor all ballot boxes during the voting hours.

e. to count all ballots.

f. to notify all candidates of election results before the results are posted.

g. to post all election results no later than 24 hours after the polls close.

h. to receive any Investigation Requests from Student Government Association members.

Section B. Nominating Committee.

1. For Phases I and II elections, the Co-Chairwoman of the elections Committee shall serve as Chairwoman of the Nominating Committee. For Phase III elections, the Chairwoman of the Elections Committee shall serve as Chairwoman of the Nominating Committee.

2. Any member of the Association may serve on the Nominating Committee, given the approval of the Elections Committee. Other members for Phases I and II elections shall be:

a. graduating seniors who hold office in any of the four branches of the Student

Government Association.

b. the advisers to the four branches of the Student Government Association, and

c. the Chairwoman of the Elections Committee.

For Phase III elections, the Chairwoman shall invite Orientation Leaders to sit on the Committee.

3. The Nominating Committee shall meet no less than two weeks prior to the election date for each of the phases of elections, at which time they shall make nominations for the forthcoming election.

4. To be nominated to hold an elected office, a student must have at least a 2.5 cumulative grade point average and be eligible to represent the college. (See *Bulletin*, Eligibility to Represent the College.)

5. The Nominating Committee shall make nominations until two candidates for each office have accepted their nomination.

6. The Chairwoman of the Nominating Committee shall designate a time period within which students who have been nominated may accept or reject their nomination. A student who rejects her nomination may request of the Nominating Committee that her nomination be kept confidential.

7. Members of the Nominating Committee shall not discuss the nominations until the slate has been posted. Members of the Nominating Committee shall not discuss at any time the nomination of students who requested that their nomination be kept confidential.

8. As soon as the nominations are completed, students nominated shall be informed of their nomination by a member of the Nominating Committee within the time period designated by the Nominating Committee Chairwoman

9. Once all nominees have either accepted or rejected their nomination, the Chairwoman shall post the slate of nominees in the Student Center. The posted slate will not include names of nominees who requested confidentiality or who rejected their nomination.

10. A student who wishes to run for office and whose name does not appear on the slate posted by the Nominating Committee may register to be on the ballot by submitting her name to the Chairwoman of the Nominating Committee. The ballot registration period will be open for 48 hours and will begin at the discretion of the Nominating Committee Chairwoman, provided it is no less than one week prior to the election date.

11. No less than 48 hours before the polls open, the Nominating Committee Chairwoman shall post the final ballot for the forthcoming election. This ballot will include candidates who are self-nominated as well as condidates nominated by the Nominating Committee.

Section C. Three Phases of Elections.

1. Phase I of elections shall entail the election of all officers whose constituency is all members of the Student Government Association. This includes the officers of the Student Government Association, the officers of the Honor Council, the officers of the Dorm Council, and members of the Budget Committee.

2. Phase II of elections shall entail the election of representatives whose constituency is made up of members of their academic class of rising sophomores, juniors, or seniors. This includes Senators who are Class Presidents and class representatives to the Honor Council.

3. Phase III of elections shall entail the election of Senators who represent the freshman class, Senators who are residence representatives (including all commuter representatives), and representatives to the Dorm Council.

Section D. Timing of Elections.

1. Phase I of elections shall take place in the spring semester at least four weeks prior to the spring break.

2. Phase II of elections shall take place in the spring semester following Phase I and at least two weeks prior to the spring break.

3. Phase III of elections shall take place in the fall semester no later than four weeks after the beginning of the term.

Section E. Voting and Run-Off Elections.

1. All students of the College of Arts and Sciences are free to vote in any Student Government Association election pertaining to their class. Part-time students' (those enrolled with less than 12 credit hours) votes shall count as one-half vote.

2. All voting shall be by secret ballot or absentee ballot unless otherwise requested by the Elections Committee and approved by the Senate.

3. At least one week prior to election day, the Elections Committee shall designate the location of the ballot boxes for the coming election. Any run-off election shall be held in the same location as the election that caused the run-off.

4. On election day, the polls shall be open from 9 a.m. to 4 p.m.

5. Students not on campus during voting hours may vote by absentee ballot. Requests for absentee ballots must be submitted to the Chairwoman of the elections Commit-

tee at least 72 hours before the polls open. The Elections Committee Chairwoman shall distribute ballots at least 48 hours before the polls open. Ballots must be returned to the elections Committee Chairwoman by 5 pm the day before election day. It will be the responsibility of the Elections Committee to assure the security and confidentiality of the ballots.

6. At least one candidate for each office must appear on the ballot before an election may be held.

7. If there is only one candidate seeking election to an office, voters will be given the opportunity to vote "yes" or "no" for that candidate. If the majority of votes cast are "no" votes, that candidate may not assume the office she sought. The Nominations Committee shall then seek at least one willing candidate for the office and a special election will be held.

8. When two candidates seek election to one office, the candidate who receives the majority of the votes cast shall be declared winner.

9. When three or more candidates seek election to one office, one candidate must secure at least a 10% plurality to be declared winner.

10. If three or more candidates seek election to the same office and no one candidate receives a 10% plurality, the candidate who received the fewest votes shall be dropped from the ballot and a run-off election shall be held. The Elections Committee, given the approval of the Dean of Student Affairs, may drop more than one candidate from a ballot if more than one candidate received an insignificant percentage of the votes cast.

11. In the event that two run-off elections have been held, and no one candidate has secured the required percentage of votes, a third run-off shall be held. In the third run-off, the candidate who receives the most votes shall be declared winner.

Section F. Counting and Preservation of Ballots.

1. The counting of ballots shall begin no later than three hours after the polls have closed and shall be completed no later than 8 a.m. the following day.

2. All ballots shall be counted in the Student Government Association room unless otherwise designated by the Chairwoman of the Elections Committee.

3. Members of the election Committee, the Activities Coordinator, and the Dean of Student Affairs are the only individuals allowed in the room where ballots are being counted.

4. Election results shall be posted no later than 24 hours after the polls close.

5. All ballots for Phase I, II, and III elections shall be preserved in the Student Affairs Office for six weeks after the election. The Chairwoman of the Elections Committee, the President of the Honor Council, and the Dean of Student Affairs shall have the authority to require that the ballots be kept for longer than six weeks.

Section G. Special Elections.

1. Any election for a position on the Senate, the Honor Council, the Dorm Council, or the Budget Committee that must be held out of sequence shall be a special election. Also, any honors or awards that involve a student vote shall be considered special elections. The results of elections involving honors or awards shall be confidential and the ballots for these elections shall be kept in the Student Affairs Office until the end of the academic year in which the election was held.

2. The time and location of any special election shall be determined by the Elections Committee. Procedures for elections to the Student Government Association positions should be carried out as specified in Article I of the Student Government Association By-Laws.

Section H. Grievance Procedures.

1. Should members of the Association wish to contest an election, they must file an Investigation Request with the Elections Committee within 48 hours of the election.

2. To file an Investigation Request, 25% of the number of students who voted in the contested election must sign a petition which states the grounds for their Request.

3. Once an Investigation Request has been filed with the Elections Committee, the Chairwoman of that Committee shall within 24 hours, turn the Request over to the Honor Council for investigation.

4. Once the Honor Council has received an Investigation Request from the Elections Committee, it shall begin an investigation as soon as possible. The investigation shall follow the procedures outlined in the Honor Council By-Laws.

5. If the Honor Council concludes that the election should be discounted, the Elections Committee must hold a special election. The new election will be held only for those offices where the Honor Council concludes there was dishonest behavior or inaccurate tabulation.

6. The Elections Committee Chairwoman in consultation with the President of the Honor Council and the Dean of Student Affairs shall determine whether elections subsequent to the contested election, need be delayed in light of the Honor Council's investigation.

7. Any candidate whose election is being contested may not take office until the Elections Committee Chairwoman informs that candidate and the Dean of Student Affairs that her election was legitimate.

Article II

Right to Petition

All students have the right to bring petitions before the Senate. A petition must be signed 25 percent of the members of the Student Government Association and must be presented to the President of the Student Government Association.

Article III

Right to Initiate Legislation

All students have the right to petition the Senate to initiate legislation. A petition must be signed by 25 percent of the members of the Student Government Association and must be presented to the President of the Student Government Association. The Senate will vote upon the proposal. A majority vote of the Senate is required for the proposal to be presented to the student body. A two-thirds majority of the students voting is required for adoption of the proposal.

Article IV

Right to Challenge Decisions of the Senate, the Honor Council, and The Dormitory Council

All students have the right to challenge the decisions of the Senate. Six percent of the student body may petition for a referendum on any measure passed by the Senate. A decision of the Senate may be overridden by a two-thirds vote of the Student Government Association.

To challenge decisions of the Honor Council, a student must follow the guidelines for appeals (see SGA Constitution, Article XI, Section C.)

To challenge decisions of the Dormitory Council, a student must appeal to the Honor Council (see SGA Constitution, Article IX).

Article V

Amendments to the Student Government Association Constitution and By-Laws

Any member of the Student Government Association may propose an amendment to the Student Government Association Constitution. The amendment shall be presented in writing at a Senate meeting.

It will be voted on at a later meeting. A majority vote of the Senate shall be required for an amendment to be presented to the Student Government Association. A two-thirds majority of the students voting is required for the adoption of an amendment. All approved amendments shall then be submitted to the Dean of Student Affairs to be placed on file.

The College Hymm

Guardian bright, our Alma Mater
Molder of our hearts and minds.
Light high visions in thy children
And a loyalty that binds.

Gladly do we lift our voices
Pledging thee our faith and love.
Teach our minds and hearts to follow
Him who leads us from above.

Living truth is ever ringing—
Tune our ears to hear that chime.
Lasting wisdom peace is bringing—
Lead us in her way sublime.

Queens, to thee we pledge our spirits.
Ever thine, a loyal band.
Queens, thy praises we are singing.
Grateful for thy guiding hand.

Queens Colors

Dark blue and light blue.

The Motto of Queens College

Non ministrari sed ministrare (Not to be served but to serve)

Hours to Remember

(Hours listed below are in effect during regular academic sessions. They may be modified during breaks and in the summer.)

Administrative Offices 8:30 a.m. - 5 p.m., Monday-Friday.
Student Bank, Burwell Hall, 11 a.m. - 12:30 p.m.; 3-4 p.m. Monday-Friday.

Post Office Window in Jernigan Student Center 9 - 10:30 a.m., 11 - 12 noon; 2 - 3:30, 4 - 4:30 p.m., Monday-Friday

Dining Hall

	Weekdays	*Saturday and Sunday*
Breakfast	6:45 - 8:30 a.m. Hot Breakfast 8:30-9:00 a.m. Continental	9 - 9:30 a.m.
Lunch	11:45 - 1:15	12:30 - 1:00 p.m.
Dinner	4:30 - 6:00	5 - 5:30 p.m.

Bookstore
9:30 a.m. - 6:00 p.m., Monday-Thursday
9:30 a.m. - 4:00 p.m., Friday
10:00 a.m. - 2:00 p.m., Saturday

Career Center
8:30 a.m. - 5:00 p.m., Mon., Tues., Wed., Fri.
8:30 a.m. - 7:30 p.m., Wednesday

Library
8:00 a.m. - 11:00 p.m., Monday-Thursday
8:00 a.m. - 9:00 p.m., Friday
10:00 a.m. - 5:00 p.m., Saturday
2:00 p.m. - 11:00 p.m., Sunday

The Hollow (Snack Bar)
9:00 a.m. - 2:00 p.m. Monday-Friday
5:30 p.m. - 9:00 p.m. Monday-Thursday

Queens College Map

1. Burwell Hall
2. McEwen Classroom Building
3. Jernigan Student Center
4. Belk Chapel
5. Albright Residence Hall
6. Long Residence Hall
7. Early Learning Center
8. Watkins Hall
9. Morrison (Dining Room College Store)
10. Walker Science Building
11. Dana Classroom Building
12. E.H. Little Fine Arts Center (Dana Auditorium)
13. Barnhart
14. Tillet Building
15. Everett Library
16. Chi Omega Arbour
17. Stultz Building
18. Belk Residence Hall
19. Wallace Residence Hall
20. Harris Residence Hall
21. Irwin-McKay Student Health Center
22. Faculty Club, Chi Omega Lodge
23. Phi Mu Lodge, The Web
24. Alpha Delta Pi Lodge, Kappa Delta Lodge
25. Ovens Physical Education Building

26. Tennis Courts
27. Green House
28. Heating Plant
29. Maintenance Shop
30. Parking Lots (A-E)
31. Mecklenburg Presbytery Office